

Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide)

Outlook 2013 Mail, Calendar, People, Tasks

Mail

Displaying Mail Folders

- To show the folders in the navigation pane, click **View** > **Show the Folder Pane**.
- To show the folders in the navigation pane, click **View** > **Show the Folder Pane**.

Hiding/Displaying the Folder Pane

- To show the folder pane, click **View** > **Show the Folder Pane**.
- To hide the folder pane, click **View** > **Hide the Folder Pane**.

Hiding/Displaying the To-Do Bar

- To show the To-Do Bar, click **View** > **Show the To-Do Bar**.
- To hide the To-Do Bar, click **View** > **Hide the To-Do Bar**.

Creating and Sending a Message

- Click **File** > **New** > **Message**.
- In the **To** field, type the name of the recipient. To add more recipients, click **Add to Recipients**.
- Click **Send**.

Attaching a File

- Click **File** > **Insert** > **Picture** > **From File**.
- Click **Insert** > **Picture** > **From File**.

Showing BCC

Click **File** > **Options** > **Mail** > **Show BCC**.

Sending a Message with High or Low Importance

Click **File** > **Options** > **Mail** > **Importance**.

Requesting a Read or Delivery Receipt

Click **File** > **Options** > **Mail** > **Request a Read or Delivery Receipt**.

Drafting a Message

Click **File** > **New** > **Message**.

Delaying the Delivery of a Message

Click **File** > **Options** > **Mail** > **Delay Delivery**.

Restricting Forwarding, Printing, Copying

Click **File** > **Options** > **Mail** > **Restrict Forwarding, Printing, Copying**.

Deleting Messages

Click **File** > **Options** > **Mail** > **Delete**.

Reading Messages

Click **File** > **Options** > **Mail** > **Read**.

Using the People Pane

Click **File** > **Options** > **People**.

Manual Send/Receive

Click **File** > **Send/Receive**.

Using the Outbox

Click **File** > **Options** > **Mail** > **Outbox**.

Using Desktop Alerts

Click **File** > **Options** > **Mail** > **Desktop Alerts**.

Keyboard Shortcuts

File	Alt+F
Home	Alt+H
Send	Alt+S
Print	Alt+P
Forward	Alt+Fwd
Reply	Alt+R
Reply All	Alt+R+Alt
Reply to Sender	Alt+R+S
Reply to All	Alt+R+A
Reply to Sender and All	Alt+R+S+A
Reply to Sender and All (with BCC)	Alt+R+S+A+B
Reply to Sender and All (with BCC and CC)	Alt+R+S+A+B+C
Reply to Sender and All (with BCC, CC, and To)	Alt+R+S+A+B+C+T
Reply to Sender and All (with BCC, CC, To, and From)	Alt+R+S+A+B+C+T+F
Reply to Sender and All (with BCC, CC, To, From, and Subject)	Alt+R+S+A+B+C+T+F+S
Reply to Sender and All (with BCC, CC, To, From, Subject, and Location)	Alt+R+S+A+B+C+T+F+S+L
Reply to Sender and All (with BCC, CC, To, From, Subject, Location, and Date)	Alt+R+S+A+B+C+T+F+S+L+D
Reply to Sender and All (with BCC, CC, To, From, Subject, Location, Date, and Time)	Alt+R+S+A+B+C+T+F+S+L+D+T
Reply to Sender and All (with BCC, CC, To, From, Subject, Location, Date, Time, and Priority)	Alt+R+S+A+B+C+T+F+S+L+D+T+P
Reply to Sender and All (with BCC, CC, To, From, Subject, Location, Date, Time, Priority, and Importance)	Alt+R+S+A+B+C+T+F+S+L+D+T+P+I
Reply to Sender and All (with BCC, CC, To, From, Subject, Location, Date, Time, Priority, Importance, and Read Receipt)	Alt+R+S+A+B+C+T+F+S+L+D+T+P+I+R
Reply to Sender and All (with BCC, CC, To, From, Subject, Location, Date, Time, Priority, Importance, Read Receipt, and Delivery Receipt)	Alt+R+S+A+B+C+T+F+S+L+D+T+P+I+R+D

instructions and shortcuts for how to use mail, calendar, contacts, and tasks features of Microsoft Office Outlook 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Mail: Displaying Mail Folders; Hiding/Displaying Folder Pane & To-Do Bar; Creating and Sending a Message; Attaching a File to a Message; Showing BCC; Sending a Message with High or Low Importance; Requesting a Read or Delivery Receipt; Drafting a Message; Delaying the Delivery of a Message; Restricting Forwarding, Printing or Copying. Quick Filters: All and Unread; Reading Messages; Using the People Pane; Manual Send/Receive; Using the Outbox; Using Desktop Alerts. Deleting Messages; Saving an Attachment; Removing an Attachment; Replying, Forwarding, Printing a Message. Sorting Messages; Grouping Messages by Conversation; Ignoring a Conversation; Cleaning up Redundant Messages; Turning Grouping On/Off; Finding Mail Messages; Using Task Flags; Creating a Folder; Favorite Folders; Moving or Copying Messages; Using Quick Steps; Creating a Contact from a Message; Creating a Distribution List; Creating an E-Mail Signature; Manually Inserting Signatures; Using the Rules Wizard. Using the Out of Office Assistant, Handling Junk Mail. Calendar: Setting up Your Work Week; Viewing the Calendar; Creating Appointments; Creating, Scheduling and Editing Meetings;

Repeating Appointments or Meetings; Responding to Meeting Requests; Changing Time or Date of Meeting/Appointment; Viewing Multiple Calendars; Creating a Calendar Group; Printing the Calendar. People: Displaying People; Creating & Editing Contacts; Linking Contacts; Deleting a Contact; E-Mailing a Contact; Searching for People; Connecting to a Social Media Site; Viewing Social Media Updates; Merging with Contacts. Tasks and To-Do Items: Displaying To-Do and Task List Folders; Creating Tasks; Marking Complete; Adding Messages or Contacts to the To-Do List, Changing Task Order; Assigning Tasks; Viewing To-Do Items in the Calendar; Hiding /Displaying Tasks in the To-Do Bar; Printing Tasks. For Any Outlook Item: Deleting Items; Assigning an Item to a Category; Sorting by Category; Sorting Items; Creating a New Calendar/Contact/Task Folder; Sharing Calendar Contacts Tasks or Notes using an Exchange Server; Using Another Person's Calendar Contacts Tasks or Notes Folder; Responding to a Sharing Request; Using the Reading Pane. Also includes a list of Keyboard and Selection Shortcuts.

Dead on Revival Main menu Skip to content Home About the Blog About the Blogger The Alphabet The List Sleep now; fear human nature tomorrow POSTED ON FEBRUARY 16, 2016 Ive had this blog for nearly a decade. Fuck. POSTED IN LIFE A Prayer POSTED ON NOVEMBER 27, 2015 You are, of course, too much I am easily tired and slow Where you run on for days without rest: The God of ultra-marathons and Bolt Who still jogs beside me on my 12-minute mile Where you work without end: The Messenger for Gods without rest or relent Who pulls me to my feet on 14 hour shifts Where you laugh without reserve: The Prankster who steals their best friends cows Who reminds me that may it harm none we all need to have fun Where you lead: The Guide today until death Who rides beside me on long sleepy nights Enagonius, Poneomenos, Mechanotes, Diaktoros Transcendent and eternal You called to me and I fall at your feet I thank you, Lord Hermes, for your blessings and your indulgence as I find my way on your path POSTED IN LIFE TAGGED DRU TALKS GODS, HELLENIC POLYTHEIST, HERMES, POLYTHEISM, PRAYER Drunk Advice From A God POSTED ON NOVEMBER 3, 2015 2 the days are pouring nectar down my throat so

thick and sweet that it makes my teeth brittle in exhalation to life and he tastes like spiced wine, in-toxicating and scalding as he elevates me the way a lift carries you as high as you ask it as high as its able He laughs: Burn Your Feet flying through inexorable hours you once spent languishing in despondence Reach out with both your hands for Death and screech your joy when She recoils, smiling POSTED IN LIFE TAGGED DEVOTIONAL STUFF, DRU BLOGS, HERMES, MY STUFF, PERSONAL, POETRY, WRITING Eirwyn p1 POSTED ON JULY 8, 2015 Once upon a time, in a land bordered by a lush, dark wood, there ruled the kind but simple king, Gwirion. Fortunately for his kingdom his young queen, Bywyd was as sharp as he was dull. She advised him in all matters of state, and benevolently attended concerned citizens and visiting dignitaries alike, always with a graceful nod to her husband and a quiet "May it please your Majesty." So it was that they ruled in peace for many years troubled only by the lack of Ysbryd-ane an heir to carry on the divine dragon blood of Gwirions ancestors. When Bywyd found herself full with child at last she rejoiced that their kingdom would be secured, their rule assuredly peaceful for the rest of their lives. And when the child was born, with raven black hair so dark against eyes as blue as lightning and skin as pale as snow, they called her Eirwyn and raised her to understand the five aspects of the dragon that she must ever personify to rule her people. Before her sixth birthday, Eirwyn was already tired of the dusty words she had learned by rote. POSTED IN WRITING TAGGED BLOG, CAMP NANOWRIMO, FAIRY TALE, FEEDBACK PLZ?, WRITING vibrato POSTED ON JULY 8, 2015 OK. Im shaking apart inside Tremors that are too fine to be seen or felt Maybe i can hear them though? If I listen v carefully Cool. Im not really sure why. Maybe minds are meant to fall apart when theyre as delicately stitched together as mine? Ooh or Im picking at the metaphorical seams because Im just so godsdamned bored! Yas. Lets make this an intentional thing Consequences of choices are always easier to stomach Even if theyre shitty Mm. Learn to trust your audience, right? Youre all such bright young things. Your capable and endlessly receptive. Just Like me. POSTED IN WRITING TAGGED IT JUST SEEMS ARROGANT TO CAPITALISE YOUR OWN ME, NOT SORRY, POETRY, SORRY Post navigation • Older posts Subscribe Enter your email address to subscribe to this blog and receive notifications of new posts by email. Join 791 other followers Enter your email address click here to subscribe There was an error retrieving images from Instagram. An attempt will be remade in a few minutes. Twitter Error: Twitter did not respond. Please wait a few minutes and refresh this page. Information This blog was founded by Dru Saxton and Lu Thatcher in February of 2007. Please click About the Blog for more information. 1, 443 posts have been published on this blog since its inception. Blog posts are regularly archived and removed. These archives are available for purchase. Please contact Dru for more information. Updated: May 4, 2012 - 22:35 CDT Tumblr Blogroll Blonde in Asia Book-Addicts Completing the List Creative Copy Challenge Dave Cafe Five Reflections Haiku and Stuff Insight To An Individual Living With Baddies Smashed Collar Bone The Bucket List The Ms Education of Shelby Knox Create a free website or blog at WordPress.com. The Forever Theme. Follow Follow "Dead on Revival" Get every new post delivered to your Inbox. Join 791 other followers Enter your email address Sign me up Build a website with WordPress.com

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