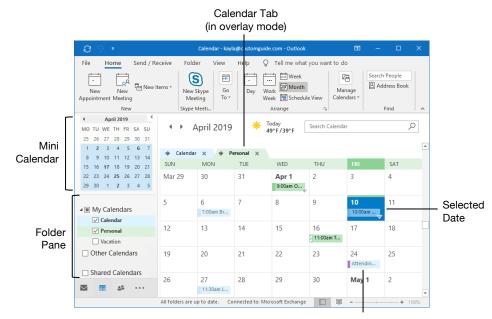




Outlook 2019 Calendar View



Meeting / Appointment

Tasks and Notes

Flag a Message: In Mail view, select an item, click the Follow Up [№] button on the Home tab, then select a flag; or, right-click a message, select Follow Up, and select a flag.

Change a Flag: In Mail view, select a flagged item, click the **Follow Up** [™] button on the Home tab, then select a new flag.

Add a Reminder: In Mail view, select an item, click the Follow Up
□ button on the Home tab, and select Add Reminder. Choose a date, time, and sound in the Reminder section of the Custom dialog box, then click OK.

Remove a Flag: In Mail view, select a flagged item, click the **Follow Up** button on the Home tab, and select **Clear Flag**.

Add a Task: Switch to Task view by clicking Tasks on the Navigation bar, then click the New Task ☑ button on the Home tab (or click the New Items ☜ button on the Home tab, then select New Task). Enter a subject, start date, due date, and other options, then click Save & Close.

Mark a Task Complete: In Task view, check a task's check box; or, select a task and click the Mark Complete ✓ button on the Home tab.

View Tasks in the To-Do Bar: Click the View tab on the ribbon, click the To-Do Bar ☐ button, and select Tasks.

Change Task Views: In Task view, click the **Change View** → button on the Home tab (or, if available, select a view from the Views gallery).

Create a Recurring Task: When creating a new task, click the **Recurrence** ⊕ button on the Task tab. Specify a recurrence pattern, then set the recurrence pattern's date range. Click **OK**.

- Daily tasks recur every day, every set number of days, or every weekday.
- Weekly tasks recur on the same day of the week every week, or every certain number of weeks.
- Monthly tasks recur on the same day of the month (the 10th), or the same day of a specified week of the month (the third Friday).
- Yearly tasks recur annually on the same day of a month every year (July 8th), or the same weekday in a specified week and month (the second Tuesday of April).

Remove Recurrence: After opening a task with recurrence, click the Recurrence → button on the Task tab and click Remove Recurrence.

Advanced Calendar

Schedule Meeting Rooms: In a new meeting window, click the **Rooms** button, select a meeting room from the address book, click the **Rooms** button, and click **OK**.

Forward a Calendar Item: Open a calendar item, click the Forward button on the Meeting tab, enter a contact in the To: field, then click **Send**.

Share Notes: In a new meeting window, click the Meeting Notes button, click Share notes with the meeting, expand a notebook, expand a section, select a page, click OK, and then click Send.

Access a Shared Calendar: Expand the Manage Calendars group. Click the Add Calendar + button, select Open Shared Calendar, enter another user's name (or click Name and select a user from the address book), then click OK.

Send a Calendar Sharing Invitation:
Expand the Manage Calendars group.
Click the Share Calendar & button and select the calendar you want to share from the list. To share the calendar, click the Add button, select a contact, and click OK

Send your Calendar in an Email: Click the Email Calendar ™ button on the Home tab, select a calendar and date range, and click OK.

Add New Calendars: Expand the Manage Calendars group. Click the Add Calendar + button and select Create New Blank Calendar, give the calendar a name, and click OK.

View Multiple Calendars: Check or uncheck a calendar's check box in the Folder pane to toggle it on and off.

Overlay Calendars: While viewing multiple calendars, click the Overlay arrow on a calendar tab.

Delete a Calendar: Right-click a calendar tab (or a calendar in the Folder pane) and select **Delete Calendar**.

Create a Calendar Group: Click the Calendar Groups button on the Home tab, select Create New Calendar Group, give the calendar group a name and click OK. Select contacts from the address book and click OK.

Tasks and Notes

Assign a Task: When creating a task, click the Assign Task 🛱 button on the Task tab. Enter an email address in the To: field, then click Send.

Accept or Decline an Assigned Task: Select a task assignment request in your Mail inbox, then click either Accept ✓ or Decline X in the message preview. Choose whether to edit the message response or not, and click OK.

View Notes: Click the **More** (...) button in the Navigation bar and select **Notes**. Double-click a note to open it.

Create a Note: While in Notes view, click the **New Note** □ button on the Home tab. Start typing within the note window, then click outside the note window to save it.

Advanced Mail

Run a Quick Step: Click a Quick Step in the Quick Steps gallery, or click the **More** button and select a Quick Step.

Add a New Quick Step: Click the More button in the Quick Steps gallery, then select Create New. Give the new Quick Step a name, then customize the actions that the Quick Step will take. Click Finish.

Edit a Quick Step: Click the More button in the Quick Steps gallery, then select Manage Quick Steps. Select a Quick Step, then click Edit. Update the Quick Step's actions, then click Save.

Create a Quick Part: Select the text or graphics you want to use as a Quick Part, click the Insert tab, click the Quick Parts button, and select Save Selection to Quick Parts Gallery. Give the Quick Part a name, category, and description, then click OK.

Use a Quick Part: While composing a message, click the Insert tab, click the Quick Parts button, and select a Quick Part.

Redirect Replies: While composing a message, click the Options tab, and click the Direct Replies To \nearrow button. Click Select Names, select names from the address book, and click OK. Click Close.

Recall a Message: Click the Sent Items folder in the Folder pane, open a message, click the Actions button on the Message tab, and select Recall this Message. Select whether to just delete the message or to replace it with a new message, then click OK.

Send a Poll: In a new message window, click the Options tab, click the Use Voting Options button, and select a poll option (or select Custom, specify your own poll options, then click Close).

Track Votes: Click the **Sent Items** folder, open a message with a poll, and click the **Tracking** & button on the Message tab.

Advanced Mail

Create a Rule Based on an Email: Select a message, click the Rules → button on the Home tab, and select Create Rule. Select the conditions for the rule, then select the actions for the rule to carry out. Click OK.

Create a Rule from Scratch: Click the Rules button on the Home tab and select Manage Rules & Alerts. Click New Rule and use the Rules Wizard to set conditions, actions, and exceptions. Give the rule a name, select how you want it to run, and click Finish.

Edit a Rule: Click the Rules → button on the Home tab and select Manage Rules & Alerts. Select a rule, click Change Rule, and select Edit Rule Settings. Use the Rules Wizard to edit the rule's conditions, actions, and exceptions, then click Finish.

Delete a Rule: Click the **Rules** □ button on the Home tab, select **Manage Rules & Alerts**, select a rule, click **Delete**, and click **Yes**.

Save an Email in Another Format: Doubleclick an email to open it, then click the File tab and select Save As. Select where you want to save the email, then click the Save as type list arrow and select a file type. Click Save.

Delegate Mail Folders: Click the File tab, click Account Settings, and select Delegate Access. Click Add, select a contact from the address book, click Add, then click OK. Select the permissions for the delegated user, then click OK. Click OK again.

- Reviewer permissions allow the user to read items and files, but not create or edit them.
- Author permissions allow the user to create and read items and files, and to modify and delete items they've created.
- Editor permissions allow the user to create, read, modify, and delete all items and files.

Access a Shared Folder: Click the File tab, click Open & Export, click Other User's Folder, enter another user's name (or click Name and select a user from the address book), then click OK.

Create an Email Using a Theme or Stationery: Click the New Items button on the Home tab, select Email Message Using, and select More Stationery. Select a theme or stationery in the dialog box, then click OK.

Specify Which Account Email is Sent From: While composing an email, click the From field list arrow and select an email account

Manage Information

Categorize an Item: Select an item, click the Categorize button on the Home tab, and select a category.

Manage Information

Edit a Category: Click the Categorize button on the Home tab, select All Categories, and select a category. Click Rename, give the category a new name, and click OK. Click the Color list arrow and select a new color. Click OK.

Create a New Category: Click the Categorize button on the Home tab, select All Categories, and click New. Enter a name, select a color, and click OK.

Delete a Category: Click the Categorize button on the Home tab, select All Categories, select a category, click Delete, and click OK.

Sort Inbox by Category: Click the **sort by** list arrow above the Inbox and select **Categories**.

Create a Folder: Click the Folder tab, click the New Folder \square button, enter a name, select a type of content, select a location, and click \mathbf{OK} .

Rename a Folder: Select a folder in the Folder pane, click the Folder tab, and click the Rename Folder T button. Enter a new folder name and press Enter.

Move a Folder: Select a folder in the Folder pane, click the **Folder** tab, and click the **Move Folder** button. Select a new location, then click **OK**.

Delete a Folder: Select a folder in the Folder pane, click the Folder tab, and click the Delete Folder button. Click Yes to confirm.

Create a Search Folder: Click the Folder tab and click the New Search Folder button. Select Create a Custom Search Folder, click Choose, and select criteria for the search folder. Click OK in the three open dialog boxes.

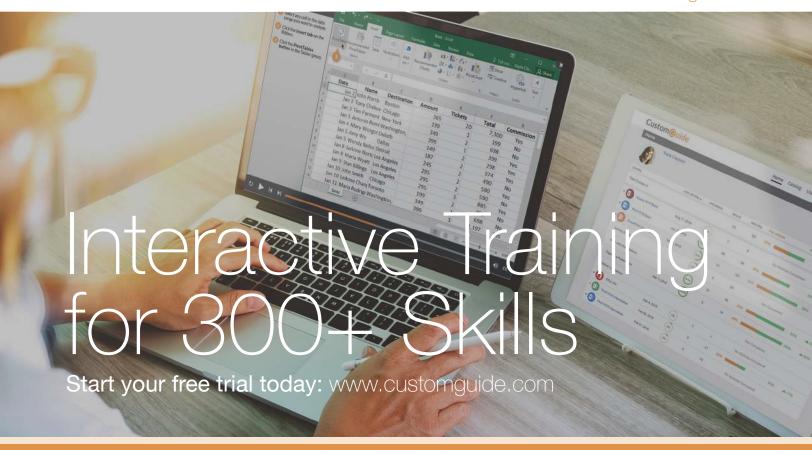
Clean Up a Conversation: Select a conversation in the Inbox, click the Clean Up 🖾 button on the Home tab, select Clean Up Conversation, then click Clean Up.

Clean Up a Folder: Select a folder, click the Clean Up ☑ button on the Home tab, select Clean Up Folder, then click Clean Up Folder.

Export Outlook Data: Click the File tab, click Open & Export, and click Import/Export.
Select Export to a file and click Next. Select a file type and click Next. Select a folder to export data from and click Next. Specify where you want to save the exported file, and how you'd like to deal with duplicate items, and click Finish. Add an optional password and click OK

Import Data into Outlook: Click the File tab, click Open & Export, and click Import/Export. Select Import from another program or file and click Next. Select a file type to import and click Next. Click Browse and specify a file, choose how to handle duplicate items, and click Next. If necessary, select a folder from the file to import, and click Finish.





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