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## Microsoft Outlook 2010

Increase your Personal Productivity

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<b>1</b>	<b>CUSTOMIZING OUTLOOK .....</b>	<b>1</b>
1.1	The View-Menu .....	1
<b>2</b>	<b>WORKING WITH EMAILS.....</b>	<b>2</b>
2.1	The most important Options.....	2
2.1.1	Further Outlook-Mail-Options .....	2
2.2	Spelling and Grammer.....	3
2.3	Mail Signature .....	4
2.4	The Email-Formats .....	6
2.5	E-Mails with Links.....	7
2.5.1	Links with the RTF-Format .....	7
2.5.2	Changing the Mail-Format temporarily .....	8
2.6	Voting Buttons .....	9
2.6.1	Analyzing the answers.....	10
2.7	Email Etiquette.....	12
2.8	Reduce the amount of mails .....	14
2.9	Meaningful Subjects.....	14
2.9.1	Change a subject line .....	15
2.10	How to organize your folders– best practice.....	16
2.10.1	Create a new folder.....	16
2.11	Searching for information .....	17
2.12	Search folders.....	18
2.12.1	Mails from a specific person .....	18
2.12.2	Mail with specific words .....	20
2.12.3	Delete a search folder .....	20
2.13	Sort Mails by Conversation .....	21
2.13.1	Deactivate the conversation view.....	21
2.14	Clean Up Mails .....	21
2.15	Quick Steps.....	22
<b>3</b>	<b>CONTACTS .....</b>	<b>25</b>
3.1	Contact from the same company.....	25
3.2	Create Contact out of a Mail.....	27
3.3	Categories .....	29
3.3.1	Assign a Category .....	30
3.3.2	Category Standard Views .....	30
3.3.3	Create a view with Contacts .....	31
3.3.4	Merged Letter .....	35
3.4	Export Contacts to Excel .....	36
3.5	Contact Group .....	38
<b>4</b>	<b>CALENDAR .....</b>	<b>40</b>
4.1	Calendar Views.....	40
4.2	Appointments, Events and Tasks – what’s the difference.....	40
4.2.1	Events.....	42
4.2.2	Import Holidays.....	43
4.2.3	Tasks.....	44
4.3	Display the Week numbers .....	46
4.4	Planing an Appointment efficiently .....	46

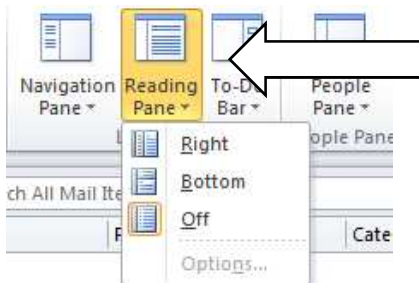
4.5	Recurring Appointment.....	48
4.6	Apply colour to appointments .....	50
4.7	Insert an Outlook Item .....	51
4.8	Calendar Permissions .....	52
4.8.1	Open a Calendar from another person.....	53
4.9	Schedule View .....	56
4.10	Organize Meetings .....	56
4.10.1	Tracking the responses .....	58
4.11	Moving a Meeting to another date.....	58
4.12	Cancel the Meeting .....	59
<b>5</b>	<b>NOTES.....</b>	<b>60</b>
<b>6</b>	<b>OUT OF OFFICE .....</b>	<b>61</b>
<b>7</b>	<b>TIME MANAGEMENT .....</b>	<b>62</b>
7.1	Empty your head .....	62
7.2	Goals.....	63
7.3	To Do Bar .....	64
7.4	Start Options .....	64
7.5	Deal with Interruptions .....	65
7.6	Planning and organizing your activities .....	65
7.6.1	Task Categories .....	66
7.6.2	Reactivate Tasks .....	68
7.6.3	Due date and Priority .....	69
7.6.4	Workflowmodel .....	71
7.6.5	Convert a Mail to a Task.....	73
7.6.6	Convert a Mail to an Appointment .....	74
7.6.7	Complete the Tasks.....	75
7.7	View with tasks .....	76
7.7.1	Hide completed tasks.....	79
7.8	Delegate Tasks.....	81
<b>8</b>	<b>RULES AND ALERTS .....</b>	<b>82</b>
8.1	Rule for Newsletter .....	82
8.2	Rule for CC-Mails.....	83
<b>9</b>	<b>FORMATTING MAILS USING CONDITIONAL FORMATTINGS .....</b>	<b>86</b>
<b>10</b>	<b>LITERATURE .....</b>	<b>89</b>
<b>11</b>	<b>HANDY SHORTCUTS .....</b>	<b>90</b>

# 1 Customizing Outlook

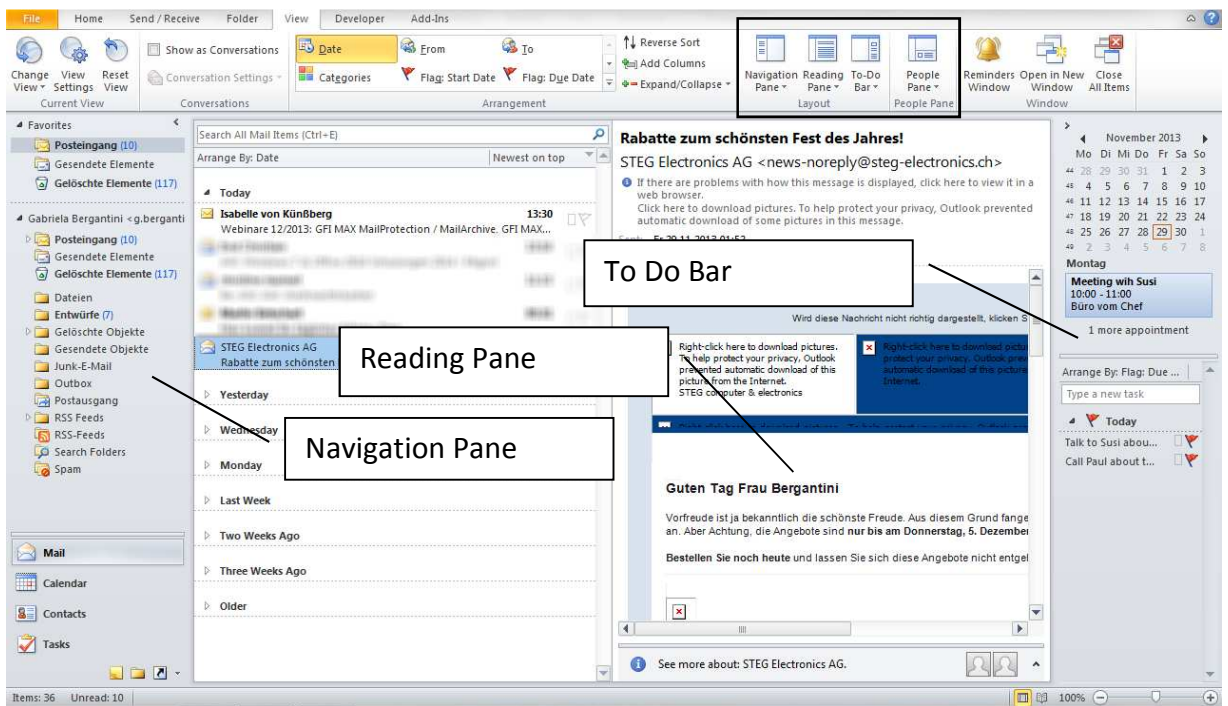
## 1.1 The View-Menu

Adjust Outlook so that you always see the information which is most convenient for you.

- Go to the **View-Ribbon**. Decide if you would like to use the Reading Pane



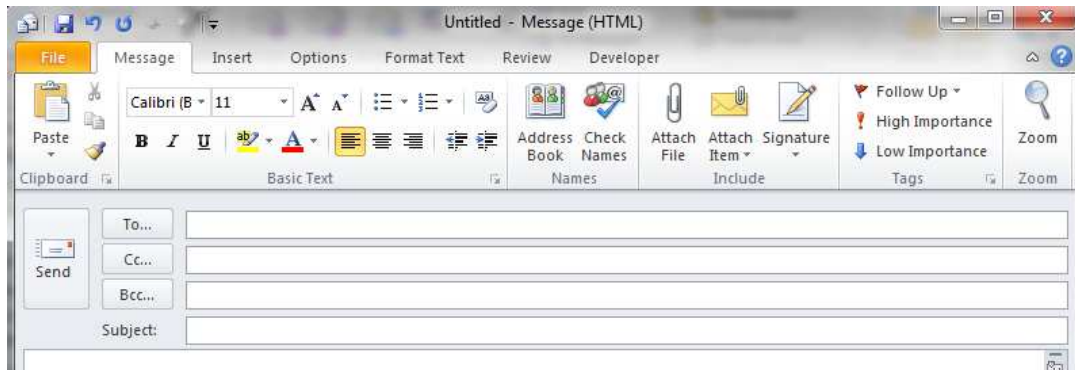
Also have a look at the options of the Navigation Pane, To-Do Bar and People Pane. The People Pane is interesting if you have MS Lync installed. In this case you immediately recognize the availability of your favorite people.



## 2 Working with Emails

### 2.1 The most important Options

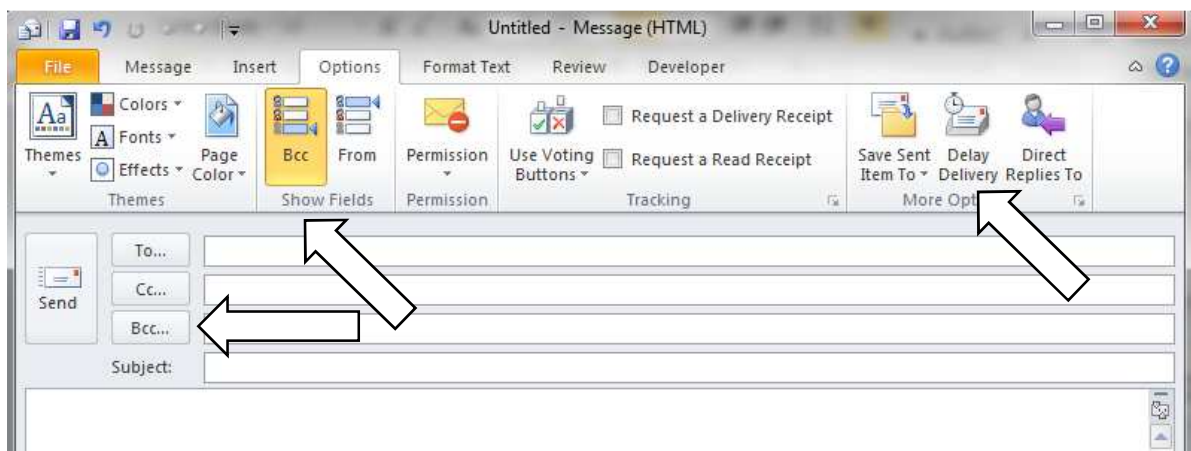
- Open a new Mail. The most used options such as High Importance are immediately displayed in the Message Ribbon.



#### 2.1.1 Further Outlook-Mail-Options

In the Options-Ribbon you find additional options such as Delivery Receipt, Read Receipt and Delay Delivery.

- With **Delay Delivery** you will never forget another birthday. You can prepare an email and send it at another time.
- In the **Options Ribbon** you can also activate the **BCC-Line**.

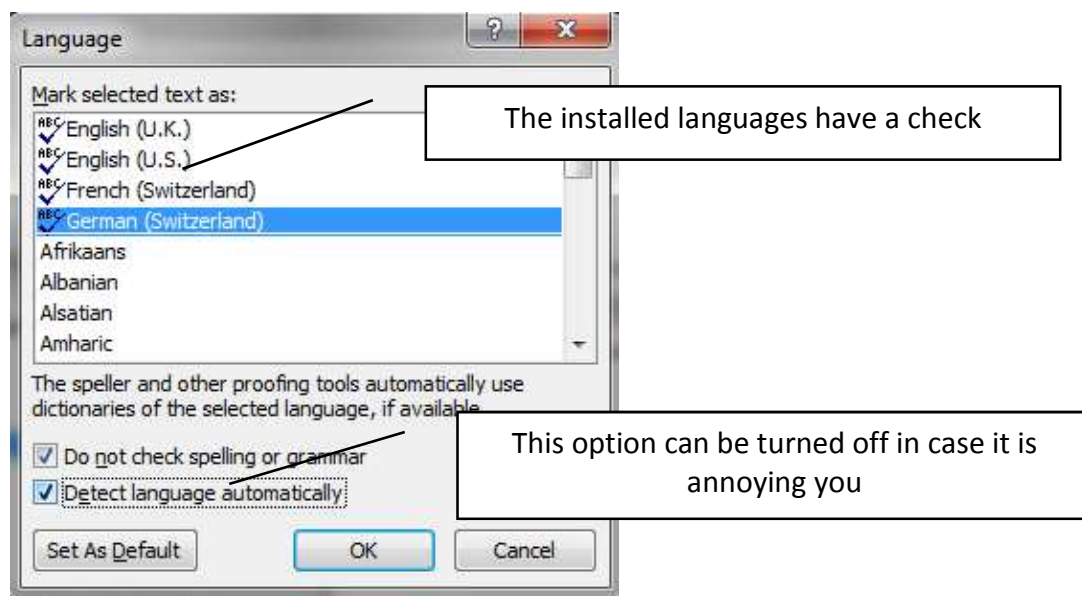
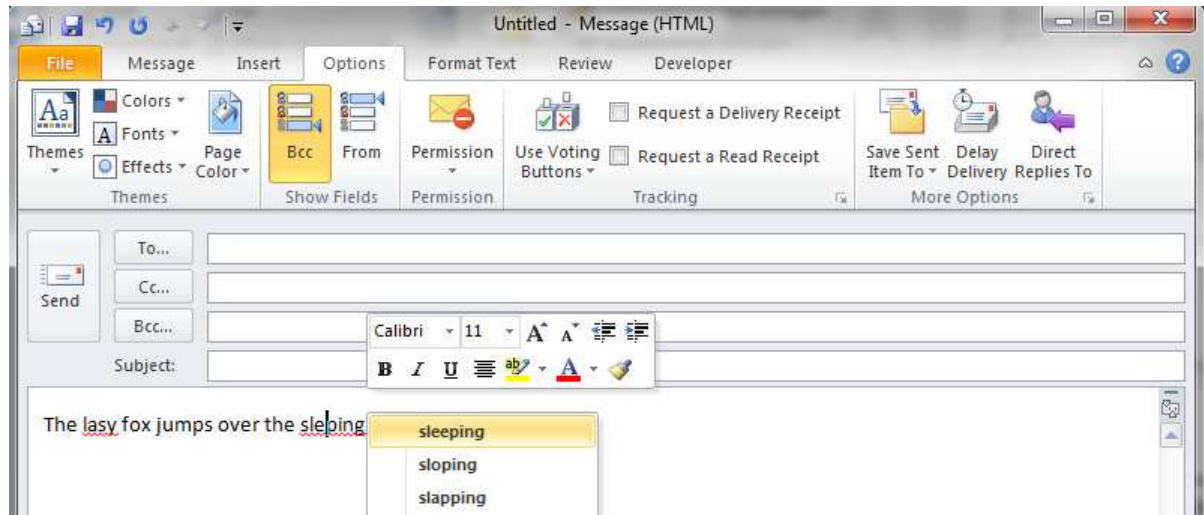


## 2.2 Spelling and Grammar

Outlook can autodetect the language. Just type about seven words and the program will automatically switch to the correct language if the language is installed. Press Enter if this is not automatically working.

The misspelled words are indicated with red lines.

➤ **Right click** on the incorrect words to correct them.



**Tip:** You can also start the spell check with F7