



Outlook 2011 for Mac: Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

Beezix Inc.

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Laminated quick reference card showing step-by-step instructions and shortcuts for Outlook 2011 for the Mac. 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, Displaying the Inbox, Creating and Sending a Message, Attaching a File to a Message, Indicating Message Importance, Saving a Draft of a Message, Reading Messages and Attachments, Forwarding a Message, Replying to a Message, Saving an Attachment, Flagging Messages, Removing a Flag, Creating Folders, Filing Messages, Searching (Filtering) the Message List, Creating and Using Signatures, Setting Up a Rule, Using the Mailing List Manager, Out of Office Reply.

Contacts & the Address Book: Viewing the Address Book, Creating a Contact, Sending a Message to a Contact, Creating a Contact from a Message, Creating a Group.

Calendar: Displaying the Calendar, Creating a Calendar Event, Inviting Others to an Event, Moving an Event, Changing Event Duration.

Tasks and Notes: Tasks, To Dos, and Notes, Creating a Task or Note, Marking a Task Complete.

Topics for Mail, Tasks, Notes, Calendar Entries: Printing Items, Sorting Items, Changing which Columns are Visible, Assigning Categories to an Item, Deleting Items. My Day.

Also includes a list of keyboard shortcuts.

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