

Making Everything Easier!™

Microsoft®
Outlook® 2010
ALL-IN-ONE

FOR
DUMMIES®

10 BOOKS
IN **1**

- Getting Started
- E-mail Basics
- Über E-mail
- Working with the Calendar
- Managing Contacts
- Organizing Life with OneNote®
- Working with Business Contact Manager
- Customizing Outlook
- Managing Your Outlook Stuff
- Taking Outlook on the Road

Jennifer Fulton
Karen S. Fredricks



Outlook[®] 2010 All-in-One For Dummies[®]

Table of Contents

[Introduction](#)

[About This Book](#)

[Conventions Used in This Book](#)

[Foolish Assumptions](#)

[How This Book Is Organized](#)

[Book I: Getting Started](#)

[Book II: E-Mail Basics](#)

[Book III: Über E-Mail](#)

[Book IV: Working with the Calendar](#)

[Book V: Managing Contacts](#)

[Book VI: Tracking Tasks, Taking Notes, and Organizing Life with OneNote](#)

[Book VII: Working with Business Contact Manager](#)

[Book VIII: Customizing Outlook](#)

[Book IX: Managing All Your Outlook Stuff](#)

[Book X: Out and About: Taking Outlook on the Road](#)

[Icons Used in This Book](#)

[Where to Go from Here](#)

[Book I: Getting Started](#)

[Book I: Chapter 1: An Insider's Look at the Outlook Interface](#)

[What Can Outlook Do for Me?](#)

[New Features](#)

[Outlook Modules](#)

[Heeeeerre's Outlook!](#)

[A Ribbon in the Sky](#)

[Backstage pass](#)

[The Ribbon](#)

[Getting Around with the Navigation Pane](#)

[Finding your way around the Navigation pane buttons](#)

[Building better buttons in the Navigation pane](#)

[Playing hide and seek with the Navigation pane](#)

[Getting turned off by the Navigation pane](#)

[Having Fun with the Folder List](#)

[Viewing Mail with the Reading Pane](#)

[Previewing with AutoPreview](#)

[Staying connected with the People pane](#)

[Sneaking a peek at attachments](#)

[Your Week in a Nutshell: The To-Do Bar](#)

[Getting a Snapshot of Your Day with Outlook Today](#)

[Minimizing Outlook to a Taskbar Icon](#)

[Taking a Shortcut to Your Pet Folders](#)

[Book I: Chapter 2: Outlook, Quick and Dirty](#)

[Creating Outlook Items: The Common Factors](#)

[Wow! There's a New button!](#)

[Using forms to create items](#)

- [Editing an item](#)
- [Deleting an item](#)
- [Adding a Quick Contact](#)
- [Sending a Fast E-mail](#)
- [Reading and Replying to Incoming Messages](#)
- [Creating a Simple Appointment](#)
- [Adding a Quick Task](#)
- [Taking a Note](#)
- [Learning the Quick Step](#)
 - [Changing your Quick Step](#)
 - [Creating baby Quick Steps](#)
- [Dragging and Dropping, and How It Saved My Life](#)
 - [Understanding how drag-and-drop works](#)
 - [Creating Outlook items with drag-and-drop](#)
 - [Reorganizing Outlook items with drag-and-drop](#)
- [Book I: Chapter 3: Setting Up Your E-Mail Accounts](#)
 - [Understanding the E-Mail Process](#)
 - [Obtaining an e-mail account](#)
 - [Knowing the e-mail flavors](#)
 - [Configuring Your E-Mail Accounts](#)
 - [Having Outlook do the heavy lifting](#)
 - [Configuring your e-mail account manually](#)
 - [Maintaining Your E-Mail Accounts](#)
 - [Fixing a lost password](#)
 - [Setting the default account](#)
 - [Changing your account information](#)

[Changing your connection type](#)

[Book I: Chapter 4: Importing Data into Outlook](#)

[Importing E-Mail Data from Outlook's Cousins](#)

[Importing Outlook Express/Windows Mail messages](#)

[Grabbing Outlook Express/Windows Mail account info](#)

[Syncing Windows Live Mail with Outlook](#)

[Importing E-Mail Data from Eudora](#)

[Importing Contacts](#)

[Importing Other Data](#)

[Book II: E-Mail Basics](#)

[Book II: Chapter 1: Creating New Messages: Beyond the Basics](#)

[Creating a Message, Step by Step](#)

[Step 1: Display the message form](#)

[Step 2: Address the e-mail](#)

[Step 3: Send extra copies of the message](#)

[Step 4: Enter a subject and a message](#)

[Step 5: Send it off](#)

[Retrieving Your Mail](#)

[Going through the mail](#)

[Fast ways to review mail](#)

[Working with Address Books](#)

[Attaching a new address book to Outlook](#)

[Choosing which address book is the boss](#)

[Resolving to Find the Right E-Mail Address](#)

[Understanding how Outlook verifies addresses](#)

[Searching for an address in your address books](#)

[Sending Carbon Copies \(Cc's\) and Blind Carbon Copies \(Bcc's\)](#)

[Formatting Text to Make Your Messages Stand Out](#)

[Understanding message formats: HTML, RTF, and plain text](#)

[Applying formatting to a message](#)

[Attaching a File to a Message](#)

[Best practices for working with attachments](#)

[Attaching files](#)

[Saving a Message So You Can Send It Later](#)

[Saving a draft](#)

[Changing the Drafts folder](#)

[Book II: Chapter 2: Reading and Replying to E-Mail](#)

[Finding the Messages You Want to Read: Changing the View](#)

[Dealing with Long Conversations](#)

[Dealing with E-Mails That Use Pictures](#)

[Opening E-Mail Attachments](#)

[Saving E-Mail Attachments](#)

[Replying versus Replying to All](#)

[Controlling how text is quoted in a reply](#)

[Adding your name to a reply](#)

[Letting MailTips Save Your Grateful Backside](#)

[Forwarding an E-Mail](#)

[Resending an E-Mail Message](#)

[Book II: Chapter 3: Making Your E-Mail Look Professional and Cool](#)

[Checking Your Ignorance at the Door with Spelling and Grammar Checking](#)

[Checking spelling](#)

[Checking grammar](#)

[Using Stationery to Add Flair](#)

[Taking a stationery out for a test run](#)

[Selecting your everyday stationery](#)

[Applying a Word Theme](#)

[Applying a Color, Font, or Effects Set](#)

[Creating a custom set of colors or fonts](#)

[Customizing your look](#)

[Simply Colorizing the Background](#)

[Color is a solid choice](#)

[Why not try a gradient, texture, pattern, or image?](#)

[Inserting an Image](#)

[Illustrating Your Point](#)

[Tabling the notion](#)

[Charting the way](#)

[Getting your message to take shape](#)

[Getting smart with SmartArt](#)

[Showing exactly what you mean](#)

[Manipulating Objects](#)

[Selecting, resizing, and other basic techniques](#)

[Formatting objects and playing around](#)

[Arranging objects](#)

[Removing an image's background](#)

[Linking to the Outside World](#)

[Inserting an Outlook Item](#)

[Playing with Text](#)

[Adding headings and other styles](#)

[Dealing with bulleted and numbered lists](#)

[Placing text exactly where you want it with a text box](#)

[Book II: Chapter 4: Repeating Yourself Easily with Signatures and Templates](#)

[Adding Your Signature](#)

[Creating a signature](#)

[Adding the signature to e-mail messages](#)

[Repeating the Same Stuff Over and Over](#)

[Saving reusable text and images as a Quick Part](#)

[Inserting a Quick Part into an Outlook item](#)

[Using a Template to Create a Reusable Message](#)

[Book III: Uber E-Mail](#)

[Book III: Chapter 1: Controlling the Sending and Receiving of Messages](#)

[How Can I Tell Whether You Read This?](#)

[Making what you send look really important](#)

[Flagging messages for yourself](#)

[Tracking when messages are delivered and read](#)

[Getting Out the Vote](#)

[Controlling Message Delivery](#)

[Delaying when messages are sent](#)

[Setting messages to expire after a certain date](#)

[Recalling and replacing messages](#)

[Changing how Outlook tells you e-mail has arrived](#)

[Stopping a Long E-Mail Download](#)

[Book III: Chapter 2: When You Have to Know Now: Instant Messaging](#)

[Understanding the Magic](#)

[Using Instant Messaging](#)

[Compatible IM Services](#)

[Adding IM contacts](#)

[Initiating an IM through Outlook](#)

[Viewing someone's online status](#)

[Controlling your online status](#)

[Using SMS Text Messages](#)

[Choosing an Outlook Mobile Service provider](#)

[Controlling your online status](#)

[Adding mobile phone numbers](#)

[Sending a text message through an Outlook Mobile Service provider](#)

[Other cool things to do with an Outlook Mobile Service provider](#)

[Book III: Chapter 3: Getting the Latest News Delivered Right to Your Inbox](#)

[Adding News Feeds](#)

[Adding a news feed through Outlook's Account Settings](#)

[Adding a news feed through your Web browser](#)

[Changing or Removing a Feed](#)

[Reading News Feeds](#)

[Sharing News Feeds](#)

[Sharing a feed by e-mail](#)

[Importing/exporting a news feed list](#)

[Book III: Chapter 4: Sending Mass Mailings](#)

[Creating a Distribution List](#)

[Using a contact group to send e-mails](#)

[Making changes to a contact group](#)

[Creating a Mass Mailing in Word Using Your Contacts](#)

[Book III: Chapter 5: Managing Multiple E-Mail Accounts](#)

[Controlling Sending and Receiving](#)

[Creating Send/Receive groups](#)

[Now, go get that mail!](#)

[Selecting Your Default E-Mail Account](#)

[Changing the Order in Which Accounts Are Checked](#)

[Sending from a Specific E-Mail Account](#)

[Directing Incoming Mail to a Specific Folder](#)

[Directing Sent Messages to a Different Folder](#)

[Having Replies Sent to another Address](#)

[Dealing with Multiple People, Multiple Accounts, and One Little Ol' Computer](#)

[Book IV: Working with the Calendar](#)

[Book IV: Chapter 1: Getting Familiar with the Calendar](#)

[Appointments, Meetings, and Events — What's the Difference?](#)

[Understanding Calendar Views](#)

[Day view](#)

[Week, Work Week, and Next 7 Days views](#)

[Month view](#)

[Schedule view](#)

[Navigating around the Calendar](#)

[Creating a Complete Appointment](#)

[Dealing with a Reminder When It Rears Its Ugly Head](#)

[Planning an All-Day Event](#)

[Book IV: Chapter 2: Going Further with the Calendar](#)

[Scheduling a Recurring Appointment, Meeting, or Event](#)

[Making Changes to a Recurring Item](#)

[Changing Appointments or Events](#)

[Changing an appointment/event without opening it](#)

[Changing an appointment/event by opening it](#)

[Removing an Appointment or Event](#)

[Adding Holidays to the Calendar](#)

[Creating Your Own Holiday List](#)

[Book IV: Chapter 3: Calendar Collaboration](#)

[Sharing Your Calendar via Exchange](#)

[Sharing a calendar with everyone](#)

[Sharing a calendar with specific people](#)

[Changing permissions or stopping sharing](#)

[Viewing Someone Else's Calendar](#)

[Accessing someone's main Calendar folder](#)

[Accessing someone's custom calendar](#)

[Managing Your Time](#)

[Creating a Group Schedule](#)

[Working with group schedules](#)

[Forwarding Appointments to Others](#)

[Sharing a Calendar via E-Mail](#)

[Publishing a Calendar to Microsoft Office Online](#)

[Sharing a Calendar through Google](#)

[Exporting one of your calendars to Google Calendar](#)

[Importing a Google calendar](#)

[Subscribing to a Google calendar](#)

[Book IV: Chapter 4: All About Meetings](#)

[Scheduling a Meeting](#)

[Scheduling a meeting on an Exchange network](#)

[Scheduling a meeting when you don't use Exchange](#)

[Changing a Meeting](#)

[Canceling a Meeting](#)

[Sending a Message to All Attendees](#)

[Dealing with Meeting Requests](#)

[Accepting, tentatively accepting, or declining a meeting](#)

[Proposing a new meeting time](#)

[Checking on Meeting Responses](#)

[Accepting or declining a time proposed by others](#)

[Automatically handling meeting responses](#)

[Preventing replies for a meeting request](#)

[Preventing time change proposals for a meeting request](#)

[Automatically Managing Resources](#)

[Book IV: Chapter 5: Making the Calendar Your Own](#)

[Creating Multiple Calendars](#)

[Adding Internet Calendars](#)

[Displaying Multiple Calendars](#)

[Displaying a calendar in its own window](#)

[Overlaying calendars](#)

[Searching the Calendar to Create Custom Views](#)

[Customizing the Calendar](#)

[Establishing the work week and work days](#)

[Changing the time grid](#)

[Setting the default reminder time](#)

[Changing the calendar color](#)

[Customizing the Date Navigator](#)

[Book V: Managing Contacts](#)

[Book V: Chapter 1: Getting in Contact](#)

[Adding a Complete Contact](#)

[Changing Contact Information](#)

[Basing a Contact on an Incoming E-Mail](#)

[Adding a Suggested Contact](#)

[Creating Another Contact from the Same Company](#)

[Getting Rid of Duplicate Contacts](#)

[Book V: Chapter 2: Working with Your Contacts](#)

[Picking a View That Suits Your Needs](#)

[Locating a Contact](#)

[Viewing a Map to a Contact's Address](#)

[Browsing to a Contact's Web Page](#)

[Calling a Contact](#)

[Viewing Activity Associated with a Contact](#)

[Updating a contact through the People pane and its social networks](#)

[Book V: Chapter 3: Dealing with Electronic Business Cards](#)

[Editing a Contact's Electronic Business Card](#)

[Creating a Reusable Electronic Business Card](#)

[Creating a new electronic business card template](#)

[Using a template to create a new contact](#)

[Applying a new template to an old contact](#)

[Sharing Electronic Business Cards and Contacts](#)

[Creating a Contact from an Electronic Business Card Sent to You](#)

[Using an electronic business card to add a contact](#)

[Using an Outlook file to add a contact](#)

[Displaying More Electronic Business Cards](#)

[Book V: Chapter 4: Contacts Collaboration](#)

[Sharing Your Contacts](#)

[Sharing contacts with everyone](#)

[Sharing contacts with specific people](#)

[Changing permissions or stopping sharing](#)

[Viewing Contacts Shared by Others](#)

[Accessing someone's main Contacts folder](#)

[Accessing someone's custom Contacts folder](#)

[Book VI: Tracking Tasks, Taking Notes, and Organizing Life with OneNote](#)

[Book VI: Chapter 1: Creating Simple To-Do Items](#)

[Using the To-Do Bar to Track To-Do Items](#)

[Turning an incoming e-mail into a To-Do bar item](#)

[Turning a contact into a To-Do bar item](#)

[Setting the Quick Click Flag](#)

[Changing the Flag You've Assigned a To-Do Item](#)

[Changing a To-Do Item's Name](#)

[Dealing with a To-Do Item You've Finished or No Longer Want to Flag](#)

[Marking a To-Do item as finito](#)

[Removing a flag rather than marking it complete](#)

[Deleting a To-Do item](#)

[Finding Flagged Messages](#)

[Customize the To-Do Bar](#)

[Creating a Task by Using the Daily TaskList in the Calendar](#)

[Book VI: Chapter 2: Dealing with More Complex Tasks](#)

[Creating a Detailed Task](#)

[Turning an e-mail into a task](#)

[Linking an appointment or meeting to a task](#)

[Scheduling a Recurring Task](#)

[Viewing Tasks](#)

[Working with Tasks](#)

[Changing the color of overdue tasks](#)

[Sorting and rearranging tasks](#)

[Updating what you've done on a task](#)

[Marking a task as complete](#)

[Setting an Automatic Reminder for Tasks](#)

[Book VI: Chapter 3: Spreading the Joy: Task Assignments](#)

[Assigning a Task to Someone Else](#)

[Reclaiming a Task You Tried to Reassign](#)

[Checking the Progress of an Assigned Task](#)

[Dealing with Task Assignments Sent to You](#)

[Accepting or declining a task](#)

[Sending a status report on an assigned task](#)

[Reassigning a reassigned task](#)

[Forwarding a Task Rather than Reassigning It](#)

[Sharing Your Tasks List](#)

[Sharing tasks with everyone](#)

[Sharing tasks with specific people](#)

[Changing permissions or stopping sharing](#)

[Viewing Tasks Shared by Others](#)

[Accessing someone's main Tasks folder](#)

[Accessing someone's custom task folder](#)

[Book VI: Chapter 4: Taking Notes](#)

[Creating a Complete Note](#)

[Organizing Notes with Categories](#)

[Selecting a Notes View](#)

[Making Notes Look the Way You Like](#)

[Sticking Notes to Your Desktop](#)

[Passing Notes](#)

[Book VI: Chapter 5: Taking Notes in Overdrive: OneNote](#)

[Organizing in OneNote](#)

[Navigating in OneNote](#)

[Creating a Notebook](#)

[Adding a New Page](#)

[Renaming, rearranging, or removing pages](#)

[Adding subpages](#)

[Adding a New Page by Using a Template](#)

[Adding a template to an existing page](#)

[Designating a favorite template](#)

[Adding a Section](#)

[Renaming, rearranging, or removing sections](#)

[Adding a Section Group](#)

[Taking a Note](#)

[Creating a Linked Note](#)

[Adding Links to Other Pages, Files, or the Internet](#)

[Linking to other notebook pages](#)

[Linking to files, documents, or Web pages](#)

[Inserting a Document or File](#)

[Inserting a Picture of a Document](#)

[Inserting an Image from a Scanner or Digital Camera](#)

[Creating a Quick Side Note from Any Program](#)

[Formatting Text](#)

[Creating a table](#)

[Adding space to a page](#)

[Updating the date or time](#)

[Writing and Drawing Notes by Hand](#)

[Set drawing options](#)

[It's touching](#)

[Adding rules to a page](#)

[Converting handwriting to editable text or an equation](#)

[Drawing Lines, Arrows, and Shapes](#)

[Inserting Images](#)

[Inserting a Screen Shot](#)

[Adding Audio or Video](#)

[Book VI: Chapter 6: Maximizing the Power of OneNote](#)

[Inserting Details of an Appointment or Meeting on a Page](#)

[Creating an Outlook Task on a Page](#)

[Marking an Outlook Task as Done](#)

[Inserting an Outlook Contact or E-Mail on a Page](#)

[Sending a Page to Someone](#)

[E-mailing a OneNote or PDF Version](#)

[Sending Your Notes to Word](#)

[Sharing Some of Your Notes](#)

[Sharing Notebooks](#)

[Synchronizing changes](#)

[Reviewing changes](#)

[Dealing with different versions of a page](#)

[Using the Recycle Bin to restore a deleted page](#)

[Blogging Your Notes](#)

[Securing Your Notes](#)

[Unlocking a protected section](#)

[Removing the password protection](#)

[Changing the password](#)

[Reorganizing Your Notes](#)

[Selecting pages](#)

[Moving pages and notes](#)

[Moving sections](#)

[Tagging Important Information](#)

[Searching for Data](#)

[Using the Search Results pane](#)

[Finding tagged items](#)

[Book VII: Working with Business Contact Manager](#)

[Book VII: Chapter 1: Minding Your Business Contact Manager](#)

[Comparing BCM and Outlook](#)

[Knowing Who Should Use BCM](#)

[Getting Started in BCM](#)

[Creating a database](#)

[Opening a database](#)

[Finding your current database](#)

[Deleting a database](#)

[Importing Contacts into BCM](#)

[Determining your data type](#)

[Importing data](#)

[Moving contacts from Outlook](#)

[Book VII: Chapter 2: Introducing the Basic Business Contact Manager Elements](#)

[Working with Business Contacts](#)

[Adding a new Business Contact](#)

[Making changes to a Business Contact](#)

[Adding a Business Contact from an Account record](#)

[Getting the 411 on Accounts](#)

[Entering Accounts](#)

[Creating an Account from an existing Business Contact](#)

[Editing an existing Account](#)

[Linking Outlook to BCM Records](#)

[Linking existing Outlook activities to a BCM record](#)

[Linking a BCM record to a new Outlook item](#)

[Turning Your Business into a Major Project](#)

[Projecting your Business Projects](#)

[Chipping away at a Business Project](#)

[Tracking your project progress](#)

[Bidding your project adieu](#)

[Book VII: Chapter 3: Working with Opportunities](#)

[Creating a New Opportunity](#)

[Finding More Opportunity in Your Opportunities](#)

[Wrapping a ribbon around an opportunity](#)

[Editing an opportunity](#)

[Closing the deal](#)

[Deleting an opportunity](#)

[Adding Products and Services to an Opportunity](#)

[Editing or Deleting a Product or Service](#)

[Book VII: Chapter 4: Reports and Dashboards](#)

[Knowing the Basic BCM Reports](#)

[Running a BCM Report](#)

[Giving Your Reports a Facelift](#)

[Modifying an existing report](#)

[Filtering out the bad stuff](#)

[Drilling for Dollars in Your Reports](#)

[Giving your reports a helping hand](#)

[Having a refreshing look at your report](#)

[Working with Dashboards](#)

[Book VIII: Customizing Outlook](#)

[Book VIII: Chapter 1: Organizing Items with Categories](#)

[Adding a Category to an Open Outlook Item](#)

[Adding a Category to an Item without Opening It](#)

[Assigning a Quick Click Category to an Item](#)

[Removing a Category from an Item](#)

[Managing Your Categories](#)

[Renaming a category](#)

[Assigning shortcut keys to categories](#)

[Assigning new colors to categories](#)

[Creating new categories](#)

[Removing a category](#)

[Book VIII: Chapter 2: Changing Your View on Outlook](#)

[Viewing Outlook in a Whole New Light](#)

[Changing views](#)

[Tweaking an existing view](#)

[Resetting a standard view](#)

[Changing the name of a view](#)

[Creating a view from scratch](#)

[Deleting a custom view](#)

[Tabling the Table View](#)

[Adding a column to a table](#)

[Removing columns](#)

[Moving a column](#)

[Resizing a column](#)

[Arranging for a Different View in Outlook](#)

[Getting in with the in group](#)

[Sorting Your Data](#)

[Sort of sorting your column](#)

[What sort of sort do you want?](#)

[Reading Can Be a Pane](#)

[Reading is a turn-on](#)

[Reading in the Reading pane](#)

[Manually marking messages](#)

[Displaying All the Messages in a Folder](#)

[Book VIII: Chapter 3: Customizing Outlook Forms](#)

[Making Quick Changes to the Quick Access Toolbar](#)

[Adding a Quick Access toolbar command from the Ribbon](#)

[Yet another way to quickly add Quick Access toolbar commands](#)

[Adding yet more Quick Access toolbar commands](#)

[Playing with Forms](#)

[Creating a new form by using existing fields](#)

[Form Beautification 101](#)

[Adding custom-defined fields](#)

[Using Custom Forms](#)

[Book IX: Managing All Your Outlook Stuff](#)

[Book IX: Chapter 1: Finding a Place for Your Stuff](#)

[Developing an Outlook Filing System](#)

[Creating a new folder](#)

[Moving an item to another folder](#)

[Rearranging your folders](#)

[Giving folders the heave-ho](#)

[Moving an item to a different type of folder](#)

[Cleaning Up Your Mess](#)

[Cleaning up your folders](#)

[Giving Outlook a bit of spring cleaning](#)

[Emptying the trash](#)

[This is one for the archives](#)

[Book IX: Chapter 2: Playing by the Rules](#)

[Making Up the Rules as You Go](#)

[Creating the basic game plan](#)

[Taking rules the whole nine yards](#)

[Adding bells and whistles to your rules](#)

[Bending the Rules](#)

[Running with the rules](#)

[Cheating with the Rules](#)

[Copying a rule](#)

[Importing and exporting a list of rules](#)

[Throwing your rules out the window](#)

[Book IX: Chapter 3: Making Mincemeat Out of Spam](#)

[Maintaining Your Junk](#)

[Changing the level of protection in the junk e-mail filter](#)

[Giving senders your seal of approval](#)

[Ensuring that your recipients make the list](#)

[Blocking a name from your Inbox](#)

[Putting Junk in Its Place](#)

[Relegating a message to the junk pile](#)

[Sorting through your junk mail](#)

[Taking out the trash — permanently](#)

[Protecting Yourself from Phishing Attacks](#)

[Changing the phishing options](#)

[Enable or disable links in phishing e-mail messages](#)

[Giving Your Mail a Postmark](#)

[Book IX: Chapter 4: Seek and Ye Shall Find](#)

[Getting Instant Gratification with Instant Searching](#)

[Enabling Instant Search](#)

[Fiddling with the Instant Search options](#)

[Searching instantly](#)

[Refining your Instant Search](#)

[Finding what you're looking for with Advanced Find](#)

[Searching through the Search Folders](#)

[Adding a predefined Search folder](#)

[Tweaking a Search folder](#)

[Deleting a Search folder](#)

[Searching 101 — Finding Names in the Address Book](#)

[Fiddling with the Folder List](#)

[Working with Quick Steps and Quick Step Groups](#)

[Tweaking a Quick Step](#)

[Creating your own Quick Steps](#)

[Arranging your Quick Steps](#)

[Book IX: Chapter 5: Securing Outlook E-Mail](#)

[Working with Passwords](#)

[Trusting the Trust Center](#)

[Getting the lowdown on downloads](#)

[Guarding your privacy](#)

[Grappling with Macros](#)

[Handling a macro security warning](#)

[Changing the macro settings in the Trust Center](#)

[Help! Someone's Sending E-Mail on My Behalf](#)

[Answering the security warning](#)

[Preventing future security warnings](#)

[Kicking the HTML out of Your E-Mail](#)

[Sending via Certified E-Mail](#)

[Getting a digital ID from a certifying authority](#)

[Putting your digital ID to work](#)

[Exchanging e-mail certificates](#)

[Book X: Out and About: Taking Outlook on the Road](#)

[Book X: Chapter 1: Managing Your Company E-Mail](#)

[Letting Automatic Replies Handle Mail While You're Gone](#)

[Turning Automatic Replies on or off](#)

[Letting rules control mail while you're away](#)

[Changing the rules](#)

[What to do if you only have a POP3 or IMAP e-mail account](#)

[Assigning a Delegate to Handle E-Mail and Appointments While You're Gone](#)

[Assigning a delegate](#)

[Changing a delegate's permission levels](#)

[Managing Someone Else's E-Mail and Calendar](#)

[Displaying somebody else's folders](#)

[Dealing with meetings and tasks as a delegate](#)

[Dealing with e-mail as a delegate](#)

[Dealing with appointments as a delegate](#)

[Book X: Chapter 2: Turning Your E-Mail Accounts into Roadies](#)

[Getting Personal E-Mail on the Road](#)

[Problem one](#)

[Problem two](#)

[Solutions for a Modern World: Using Windows Live](#)

[Adding a Windows Live Mail account to Outlook](#)

[Outlook contacts and Windows Live Mail](#)

[Importing Outlook Contacts into a Web-Based E-Mail Account](#)

[Controlling E-Mail](#)

[Getting e-mail messages on a second computer without deleting them](#)

[Downloading only message headers](#)

[Working with message headers](#)

[Taking Microsoft Exchange on the Road](#)

[Downloading the Offline Address Book](#)

[Changing the Cached Exchange mode settings to download only headers](#)

[Book X: Chapter 3: Printing Your Stuff and Taking It with You](#)

[Printing Items and Any Attached Documents](#)

[Printing a List of Items](#)

[Printing a Blank Calendar](#)

Outlook[®] 2010 All-in-One For Dummies[®]

**by Jennifer Fulton and
Karen S. Fredricks**



Wiley Publishing, Inc.

Outlook[®] 2010 All-in-One For Dummies[®]

Published by

Wiley Publishing, Inc.

111 River St.

Hoboken, NJ 07030-5774

www.wiley.com

Copyright © 2010 by Wiley Publishing, Inc., Indianapolis, Indiana

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the

appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at <http://www.wiley.com/go/permissions>.

Trademarks: Wiley, the Wiley Publishing logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates in the United States and other countries, and may not be used without written permission. All other trademarks are the property of their respective owners. Wiley Publishing, Inc., is not associated with any product or vendor mentioned in this book.

Limit of Liability/Disclaimer of Warranty: The publisher and the author make no representations or warranties with respect to the accuracy or completeness of the contents of this work and specifically disclaim all warranties, including without limitation warranties of fitness for a particular purpose. No warranty may be created or extended by sales or promotional materials. The advice and strategies contained herein may not be suitable for every situation. This work is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional

services. If professional assistance is required, the services of a competent professional person should be sought. Neither the publisher nor the author shall be liable for damages arising herefrom. The fact that an organization or Website is referred to in this work as a citation and/or a potential source of further information does not mean that the author or the publisher endorses the information the organization or Website may provide or recommendations it may make. Further, readers should be aware that Internet Websites listed in this work may have changed or disappeared between when this work was written and when it is read.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit www.wiley.com/techsupport.

Wiley also publishes its books in a variety of electronic formats. Some content that appears in print may not be available in electronic books.

Library of Congress Control Number: 2010926850

ISBN: 978-0-470-48773-0

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1



About the Authors

Jennifer Fulton, iVillage's former Computer Coach, is an experienced computer consultant and trainer with over 20 years in the business. Jennifer is a best-selling author of over 100 computer books for the beginner, intermediate, and advanced user, ranging from the self-motivated adult business user to the college, technical, high-school, or middle-school student. Jennifer is also a computer trainer for corporate personnel, teaching a variety of classes, including Windows, Microsoft Office, Paint Shop Pro, Photoshop Elements, and others.

Jennifer is a self-taught veteran of computing, which means, of course, that if something can happen to a computer user, it has probably happened to her at one time or another. Thus, Jennifer brings what's left of her sense of humor to her many books, including Outlook 2007 All-in-One Desk Reference, Adobe Photoshop Elements 4 in a Snap, How to Use Macromedia Dreamweaver 8 and Fireworks 8, Adobe Photoshop Elements 3 in a Snap, Digital Photography with Photoshop Album in a Snap, Paint Shop Pro 8 in a Snap, and Learning Microsoft Office 2007.

Karen S. Fredricks began her life rather non-technically growing up in Kenya. She attended high school in Beirut, Lebanon, where she developed her sense of humor while dodging bombs. After traveling all over the world, Karen ended up at the University of Florida and is an ardent Gator fan. In addition to undergraduate studies in English, Theater, and Accounting, Karen has a master's degree in