Outlook 2010 Exchange Email and Calendaring Quick Guide

Quick Guide information is now located here, in The Knowledge Base. The following links will take you to introductory information on a variety of Outlook 2010 topics. Some links go directly to Microsoft documents. Others, with MIT-specific details, will take you to Knowledge Base articles. Explore them all or pick and choose the ones most relevant to your needs. For additional information, see: Using Outlook 2010 with Exchange or Microsoft's Outlook 2010 Help and How-To

Getting Started

- For New Outlook Users: Basic Tasks in Outlook 2010
- For Users Upgrading from earlier versions: Make the switch to Outlook 2010
- For new Outlook Calendaring Users: Introduction to the Outlook Calendar

Outlook Overview

- View email messages by conversation
- Create an Email Message
- Reply to or Forward an Email Message
- Connect and send/receive email messages
- Create and add an email message signature
- Respond to an email message with a meeting request
- Add or remove a reminder for an email message or contact
- Add or remove a flag for follow up
- Preview Attachments
- Open and save attachments
- View Your Tasks
- Create tasks and to-do items
- Creating, Managing and Using Rules
- Q: How do I check my Exchange Quota?

Calendaring

- Navigate in the Calendar
  - Change the number of days displayed (day, week and month views)
  - Jump to a date
  - Move to the next or previous appointment
- Change the calendar time scale
- Create an Appointment
- Change an Appointment
- Create an All Day Event
- Make an Existing Appointment Recurring
- Create, Change and Set Recurring All Day Events
- Schedule a meeting with other people (includes reserving rooms and other resources)
- View calendars side-by-side or overlaid
Sharing and Delegates

**Calendar Sharing**
Calendar sharing lets you to view the calendars of others and give others permission to see your calendar. You can still mark appointments and events as private to prevent others from seeing details of your personal or sensitive entries.

- Share Your Calendar with Others
- View Other Calendars

**Delegate Access**
Delegate access allows others to work with items in your account. In calendaring it allows the delegate to create/manage calendar entries, and send/respond to invitations on your behalf. In email it allows the delegate to read your email messages, to manage your folders, and to send and respond to email on behalf of you.

Note: You and your delegate must use the same version of Outlook.

- About Delegate Access
- Turn on Delegate Access (give another person delegate access to your account)
- Change permissions for your delegate
- Manage another person's mail and calendar items (act as a delegate)