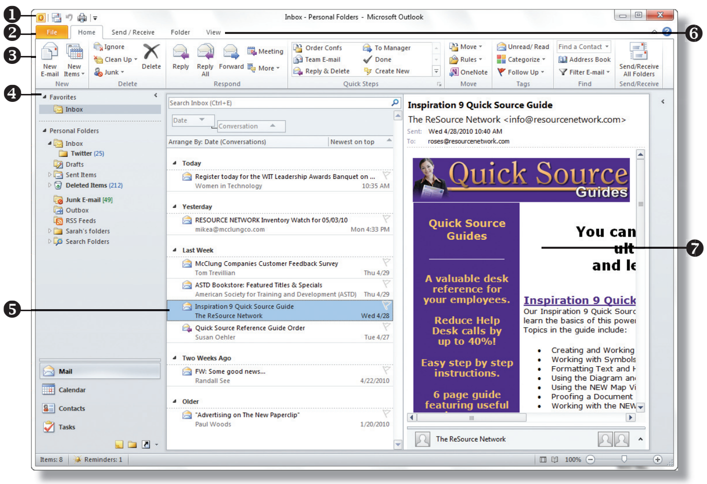
QUICK Source

Microsoft®

Outlook 2010

Getting Started

The Outlook Window



NEW! ❶ **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.

NEW! ❷ **Backstage View** – contains tools to manage Outlook settings.

NEW! ❸ **Ribbon** – contains groups of tools for use with Outlook 2010.

❹ **Navigation Pane** – contains shortcuts to Outlook folders and sections.

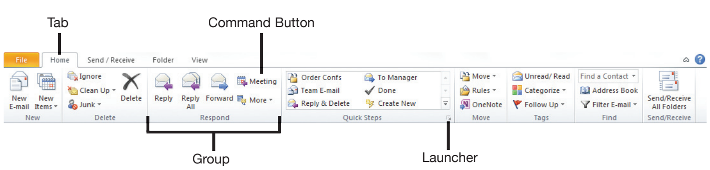
❺ **View Pane** – displays the contents of the selected folder.

❻ **Tab Bar** – contains tabs that display tools and commands in the ribbon.

❼ **Reading Pane** – displays the contents of the selected e-mail message.

Using the Ribbon NEW!

The ribbon contains command buttons for working within Outlook that are grouped by tasks.

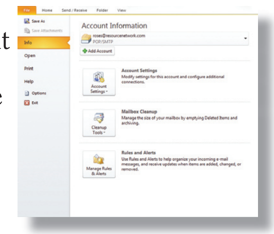


Customizing the Quick Access Toolbar

1. Click the **Customize Quick Access Toolbar** button to the right of the toolbar.
2. Select **More Commands** from the resulting menu.
3. Click the arrow on the **Choose commands from** box and select a category from the resulting menu.
4. In the left box, select the command you want to add and click the **Add** button.
5. *Optional:* To remove a command from the toolbar, select the command in the right box and click the **Remove** button.
6. Click the **OK** button when you are finished.

*Note: To quickly add a default command button to the **Quick Access** toolbar, click the **Customize Quick Access Toolbar** button and select a command from the resulting menu.*

Using the Backstage View NEW!



The Backstage view allows you to quickly manage Outlook settings, such as Account Settings, Mailbox Cleanup, Rules, and Options. It also allows you to quickly save or print the selected file. To access the Backstage view, click on the **File** tab on the **Tab Bar**. Make selections in the **Left pane**. Click on a tab (including the **File** tab) to exit the Backstage view.

Using the Navigation Pane

The following features are available in the **Navigation Pane**:

- **Mail** – the main e-mail area where you can read, compose, receive, and send e-mail.
- **Calendar** – the scheduler, or planner, where you can set and manage appointments and tasks.
- **Contacts** – contains your contact list where you can store names, e-mail addresses, and other information.
- **Tasks** – the task list where you can create and manage tasks.
- **Notes** – the notes page where you can create and manage notes.
- **Folder List** – displays all folders in a hierarchical format.
- **Shortcuts** – displays Outlook shortcuts.

*Note: To customize the **Navigation Pane**, click the **Configure buttons** button and select options.*

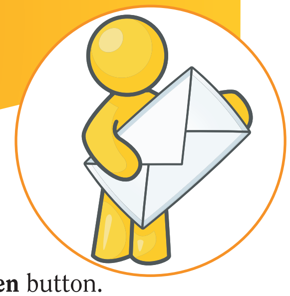
Creating a New Folder

1. Click on the **Folder** tab.
2. Click the **New Folder** button in the **New** group.
3. Enter a name for the folder in the Name box.
4. Click the arrow on the **Folder contains** box and select the type of items the folder will contain.
5. Select where you want to place the folder in the **Select where to place the folder** box.
6. Click the **OK** button when you are finished.

Working with Folders

1. Click the **Folder List** button at the bottom of the **Navigation Pane**.
2. Select the folder you want to work with.
3. Click on the **Folder** tab and do one of the following:
   - *To rename the folder,* click the **Rename Folder** button in the **Actions** group. Enter a new name for the folder and press the **Enter** key.
   - *To copy the folder,* click the **Copy Folder** button in the **Actions** group. Select where you want to copy the folder to in the **Copy the selected folder to the folder** box and click the **OK** button.
   - *To move the folder to another location,* click the **Move Folder** button in the **Actions** group. Select where you want to move the folder in the **Move the selected folder to the folder** box and click the **OK** button.
   - *To delete the folder,* click the **Delete Folder** button in the **Actions** group. Click the **Yes** button to confirm deletion.
   - *To delete all of the items in a folder,* click the **Delete All** button in the **Clean Up** group. Click the **Yes** button to confirm deletion.

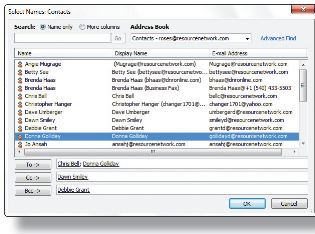
*Note: To view folder properties, click the **Folder Properties** button in the **Properties** group.*



E-mail

Creating a Message

1. Click the **New E-mail** button in the **New** group.
2. Do one of the following:
   - *To enter e-mail addresses,* enter e-mail addresses in the **To** and **Cc** boxes. *(Separate multiple addresses with a semicolon.)*
   - *To select e-mail addresses from your contacts,* click the **To** button. Select the contact you want to send the message to. Click the **To**, **Cc**, or **Bcc** button. *(Repeat to add additional contacts.)* Click the **OK** button.



3. *Optional:* Click the **Check Names** button in the **Names** group to make sure that it is possible to send the message to the names or e-mail addresses you have entered.
4. Enter a subject in the **Subject** box.
5. Enter message text in the message box.
6. Click the **Send** button.

*Note: If you start to enter an address that Outlook recognizes, either because it appears in the Contacts folder or because you have previously sent a message to that recipient, then Outlook will automatically complete the address for you. Press the **Tab** or **Enter** key to accept the address Outlook is suggesting. If more than one address appears, select the address from the resulting list. Continue typing to ignore the suggestion.*

Reading a Message

1. Click the **Inbox** shortcut in the **Navigation Pane**.
2. In the **View Pane**, do one of the following:
   - *To view the message in the Reading Pane,* click once on the message.
   - *To view the message in its own window,* double-click the message.

*Note: To mark a message as read or unread, select the message and click the **Read/Unread** button in the **Tags** group.*

Replying to a Message

1. Select the message you want to reply to.
2. Do one of the following in the **Respond** group:
   - *To reply to the sender only,* click the **Reply** button.
   - *To reply to the sender and all recipients,* click the **Reply All** button.
3. Enter reply text in the message text box.
4. Click the **Send** button when you are finished.

Forwarding a Message

1. Select the message you want to forward.
2. Click the **Forward** button in the **Respond** group.
3. Enter recipient e-mail addresses in the **To** box.
4. *Optional:* Enter message text in the message text box.
5. Click the **Send** button when you are finished.

Saving a Draft of a Message

1. Create the message that you want to save.
2. Click the **Save** button on the **Quick Access** toolbar.
3. Click the **Close** button to close the message.

*Note: By default, unsaved messages are saved to your **Drafts** folder every 3 minutes. To change these options, click on the **File** tab and select **Options** in the left pane. Select **Mail** and make changes in the **Save messages** section.*

Working with Attachments

1. Click on the message once to view it in the **Reading Pane**.
2. Select the attachment name and do one of the following in the **Actions** group:
   - *To open the attachment,* click the **Open** button.
   - *To print the attachment,* click the **Quick Print** button. Select print options and click the **Print** button.
   - *To save the selected file to your computer,* click the **Save As** button. Select a location for the file and click the **Save** button.
   - *To save all attachments to your computer,* click the **Save All Attachments** button. Click the **Yes** button. Select a location for the file and click the **Save** button.
   - *To delete the attachment,* click the **Remove Attachment** button. Click the **Remove Attachment** button to confirm deletion.

Attaching a File to a Message

1. Create the message you want to add a file to.
2. Click the **Attach File** button in the **Include** group.
3. Locate and select the file you want to attach.
4. Click the **Insert** button.
5. Click the **Send** button when you are finished.

*Note: You can also insert illustrations directly into a message. Click in the message box where you want to insert the illustration. Click on the **Insert** tab and make a selection in the **Illustrations** group.*

Flagging a Message

1. Select the message you want to flag in the **View Pane**.
2. Click the **Follow Up** button in the **Tags** group.
3. Select a follow up option from the resulting menu.

*Note: To quickly flag a message for follow up today, click the flag icon next to the message in the **View Pane**.*

Printing a Message

1. Open or select the message you want to print.
2. Click on the **File** tab.
3. Select **Print** in the left pane.
4. *Optional:* Click the **Print Options** button and select options.
5. Click the **Print** button.

Setting Read and Delivery Receipts

1. Click on the **File** tab.
2. Select **Options** in the left pane.
3. Select **Mail**.
4. In the **Tracking** section, do one of the following:
   - *To set a delivery receipt,* check the **Delivery receipt confirming the message was delivered to the recipient's e-mail server** box.
   - *To set a read receipt,* check the **Read receipt confirming the recipient viewed the message** box.
5. Select an option in the **For any message received that includes a read receipt request** section.
6. Click the **OK** button.

*Note: To request a read or delivery receipt for an individual message, click on the **Options** tab. In the **Tracking** group, check the **Request a Delivery Receipt** and/or **Request a Read Receipt** box.*

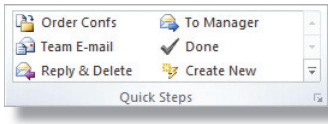
Setting Message Importance

1. Create the message you want to add importance to.
2. Click the **High Importance** or **Low Importance** button in the **Tags** group.

Mail Extras

NEW!

Working with Quick Steps



Quick steps allow you to quickly apply actions to a selected message. To apply a quick step, select a message in the **Reading Pane** and select a quick step in the **Quick Steps** group. To manage quick steps, including editing, deleting, and restoring, click the **More** button in the **Quick Steps** group and select **Manage Quick Steps** from the resulting menu.

NEW!

Creating a New Quick Step

1. Click the **Create New** quick step in the **Quick Steps** group.
2. Enter a name for the quick step or leave the default name.
3. Click the arrow on the **Choose an Action** box.
4. Select an action from the resulting menu.
5. *Optional:* To add an additional action, click the **Add Action** button. Click the arrow on the **Choose an Action** box and select an action from the resulting menu.
6. *Optional:* Click the **Shortcut key** box and select a key combination from the resulting menu.
7. *Optional:* Enter text in the **Tooltip text** box.
8. Click the **Finish** button.

Creating a Signature

1. Click on the **File** tab and select **Options** in the left pane.
2. Select **Mail**.
3. Click the **Signatures** button.
4. Click the **New** button.
5. Enter a name for the signature and click the **OK** button.
6. Enter and format signature text in the **Edit signature** box.
7. *Optional:* To apply a signature to all new messages, click the arrow on the **New messages** box and select a signature from the resulting menu.
8. *Optional:* To apply a signature to all replies and forwards, click the arrow on the **Replies/forwards** box and select a signature from the resulting menu.
9. Click the **OK** button to close all remaining open dialog boxes.

Note: To apply a signature to an individual message, click the ***Signature*** *button in the* ***Include*** *group and select the signature name from the resulting menu.*

NEW!

Inserting a Screenshot

1. Create the message you want to add a screenshot to.
2. Click in the message where you want to insert the screenshot.
3. Click on the **Insert** tab.
4. Click the **Screenshot** button in the **Illustrations** group and do one of the following:
   - *To insert a screen that you have open on your computer,* select the screen in the **Available Windows** section.
   - *To create your own screenshot,* select **Screen Clipping** from the resulting menu. Click and drag the area you want to insert in the message.

Working with Desktop Alerts

When you receive a new message, a desktop alert will appear on your desktop. Do one of the following:

- *To open the message,* click on the sender's name.
- *To delete the message without opening it,* click the **Delete** button.
- *To flag the message for follow-up,* click the **Flag Item** button.
- *To close the desktop alert,* click the **Close** button.

Mail Formatting

Formatting Message Text

1. In the message text box, select the text you want to format.
2. Click on the **Format Text** tab.
3. Click the **Show the Font dialog box** launcher in the bottom-right corner of the **Font** group.
4. Make font formatting selections.
5. Click the **OK** button when you are finished.

Note: To quickly format text, click the buttons in the ***Font*** *group.*

Applying Paragraph Formatting

1. In the message text box, select the text you want to format.
2. Click on the **Format Text** tab.
3. Click the **Show the Paragraph dialog box** launcher in the bottom-right corner of the **Paragraph** group.
4. Make paragraph formatting selections.
5. Click the **OK** button when you are finished.

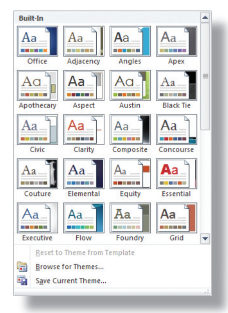
Note: To quickly format text, click the buttons in the ***Paragraph*** *group.*

Applying a Style to Text

1. In the message text box, select the text you want to format.
2. Click on the **Format Text** tab.
3. Click the **More** button on the **Styles** box.
4. Select a style from the resulting gallery.

Note: When you place your mouse pointer over a style in the gallery, the selected text will show how the formatting will look.

Applying a Theme to a Message



A theme is a set of unified design elements and colors.

1. Create the message you want to apply a theme to.
2. Click on the **Options** tab.
3. Click the arrow on the **Themes** button in the **Themes** group.
4. Select a theme from the resulting gallery.

Note: To return to the default, click the arrow on the ***Themes*** *button in the* ***Themes*** *group and select* ***Reset to Theme from Template*** *from the resulting menu.*

Applying a Page Color to a Message

1. Create the message you want to apply a color to.
2. Click on the **Options** tab.
3. Click the arrow on the **Page Color** button in the **Themes** group.
4. Select a color from the resulting color palette.
5. *Optional:* To add fill effects, select **Fill Effects** from the resulting menu and make selections in the **Fill Effects** box and click the **OK** button when you are finished.

Note: If you do not want a page color, click the arrow on the ***Page Color*** *button in the* ***Themes*** *group and select* ***No Color*** *from the resulting menu.*

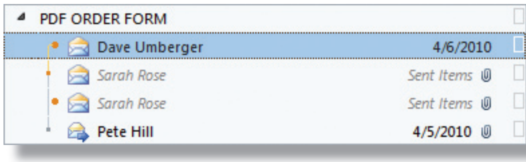
Changing the Message Format

1. Create the message you want to change the format for.
2. Click on the **Format Text** tab.
3. Click the **HTML**, **Plain Text**, or **Rich Text** button in the **Format** group.
4. *Optional:* If a dialog box appears, click the **OK** button to continue.

NEW!

Conversations

Conversations automatically groups messages with the same subject together. By default, messages are displayed as conversations in the Inbox. When a new message is received, the whole conversation is moved to the top of the View Pane. To view the message in a conversation, click the **expand arrow** ▷ .



Turning Conversations Off or On

1. Click on the **View** tab.
2. Check the **Show as Conversations** box in the **Conversations** group.
3. Select **All folders** or **This folder**.
4. *Optional:* To turn conversation off, clear the **Show as Conversations** box in the **Conversations** group.

*Note: To change conversations settings, click the **Conversation Settings** button in the **Conversations** group and select an option from the resulting menu. Repeat to select additional options.*

Ignoring a Conversation

You can remove all messages from a conversation by using the Ignore feature.

1. Select the conversation or a message in the conversation you want to ignore.
2. Click the **Ignore** button in the **Delete** group.
3. Click the **Ignore Conversation** button.

*Note: To stop ignoring a conversation, select a message from the deleted conversation in the **Deleted Items** folder. Click the **Ignore** button in the **Delete** group and click the **Stop Ignoring Conversation** button.*

Cleaning Up a Conversation

Clean up deletes redundant messages in a conversation.

- *To clean up a single conversation,* select the conversation. Click the **Clean Up** button in the **Delete** group. Select **Clean Up Conversation** from the resulting menu. Click the **Clean Up** button.
- To clean up all conversations in a folder, select the folder in the **Navigation Pane**. Click the **Clean Up** button in the **Delete** group. Select **Clean Up Folder** or **Clean Up Folders & Subfolders** from the resulting menu. Click the **Clean Up** button.

Calendar

Scheduling a Meeting

1. Click the **New Meeting** button in the **New** group.
2. Enter recipient e-mail addresses in the **To** box.
3. Enter a description for the meeting in the **Subject** box.
4. Enter a location for the meeting in the **Location** box.
5. Enter or select a start date and time in the **Start time** boxes.
6. Enter or select an end date and time in the **End time** boxes.
7. Enter meeting details in the text box.
8. Click the **Send** button when you are finished.

*Note: To quickly change a meeting to an appointment, click the **Cancel Invitation** button in the **Attendees** group.*

Scheduling an Appointment

1. Click the **New Appointment** button in the **New** group.
2. Enter a description for the appointment in the **Subject** box.
3. Enter a location for the appointment in the **Location** box.
4. Enter or select a start date and time in the **Start time** boxes.
5. Enter or select an end date and time in the **End time** boxes.
6. Enter details in the text box.
7. *Optional:* To set a reminder for the appointment, click the arrow on the **Reminder** box in the **Options** group and select a time from the resulting menu.
8. *Optional:* To make the appointment recur, click the **Recurrence** button in the **Options** group. Select recurrence options and click the **OK** button.
9. Click the **Save & Close** button when you are finished.

*Note: To quickly schedule an appointment, click the **Calendar** shortcut in the **Navigation Pane**. Double-click the date and time you want the appointment to occur on.*

Scheduling a Meeting from a Message NEW!

You can schedule a meeting from a message that will include all message recipients.

1. In the Inbox, select the message you want to make into a meeting request.
2. Click the **Reply with Meeting** button in the **Respond** group.
3. Enter a location for the meeting in the **Location** box.
4. Enter or select a start date and time in the **Start time** boxes.
5. Enter or select an end date and time in the **End time** boxes.
6. Enter meeting details in the text box.
7. Click the **Send** button when you are finished.

Creating an Additional Calendar

1. Click the **Calendar** shortcut in the **Navigation Pane**.
2. Click on the **Folder** tab.
3. Click the **New Calendar** button in the **New** group.
4. Enter a name for the calendar in the **Name** box.
5. Select where you want to place the calendar in the **Select where to place the folder** box.
6. Click the **OK** button.

Creating a Calendar Group NEW!

1. Click the **Calendar** shortcut in the **Navigation Pane**.
2. Click the **Calendar Groups** button.
3. Select **Create New Calendar Group** from the resulting menu.
4. Enter a name for the group in the **Type a name for the new calendar group** box.
5. Click the **OK** button.
6. Select a user to add to the group and click the **Group Members** button. *(Repeat to add additional users.)*
7. Click the **OK** button.

Sending your Calendar in an E-mail

1. Click the **Calendar** shortcut in the **Navigation Pane**.
2. Click the **E-mail Calendar** button in the **Share** group.
3. Click the arrow on the **Calendar** box and select the calendar you want to send from the resulting menu.
4. Click the arrow on the **Date Range** box and select an option from the resulting menu.
5. Click the arrow on the **Detail** box and select an option from the resulting menu.
6. Click the **OK** button.
7. Enter recipient e-mail addresses in the **To** box.
8. Click the **Send** button.

Tasks

Creating a Task

1. Click the **Tasks** shortcut in the **Navigation Pane**.
2. Click the **New Task** button in the **New** group.
3. Enter a subject for the task in the **Subject** box.
4. Click the arrow on the **Start date** box and select a date from the resulting calendar.
5. Click the arrow on the **Due date** box and select a date from the resulting calendar.
6. *Optional:* To assign the task to another user, click the **Assign Task** button in the **Manage Task** group. Enter an e-mail address or user name in the **To** box.
7. *Optional:* Click the arrow on the **Status** box and select a status from the resulting menu.
8. *Optional:* Click the arrow on the **Priority** box and select a priority from the resulting menu.
9. *Optional:* To set a reminder for the task, check the **Reminder** box, click the arrow on each box, and select a date and time from the resulting menu.
10. *Optional:* Enter task details in the text box.
11. Click the **Save & Close** button in the Actions group when you are finished.

*Note: To quickly create a task in the To-Do Bar, click once on the **To-Do Bar** to expand it. Click in the **Type a new task** box, enter a subject for the task, and press the **Enter** key.*

Managing Tasks

Select the task you want to work with and do any of the following:

- *To mark a task complete,* click the **Mark Complete** button in the **Manage Task** group.
- *To delete a task,* click the **Remove from List** button in the **Manage Task** group.
- *To add or change the follow up option for a task,* click a button in the **Follow Up** group.
- *To change how tasks are displayed,* select a view in the **Current View** group.

Contacts

Creating a Contact

1. Click the **Contacts** shortcut in the **Navigation Pane**.
2. Click the **New Contact** button in the **New** group.
3. Enter a name for the contact in the **Full Name** box.
4. Enter additional contact information.
5. Click the **Save & Close** button in the **Actions** group when you are finished.

Creating a Contact Group

1. Click the **Contacts** shortcut in the **Navigation Pane**.
2. Click the **New Contact Group** button in the **New** group.
3. Enter a name for the list in the **Name** box.
4. Click the **Add Members** button in the **Members** group and do one of the following:
   - *To add members from your contacts or address book,* select **From Outlook Contacts** or **From Address Book** from the resulting menu. Select a contact name and click the **Members** button. (*Repeat for each member you want to add.)* Click the **OK** button.
   - *To add a member that is not in your address book,* select **New E-mail Contact** from the resulting menu. Enter information in the **Add New Member** box and click the **OK** button.
5. Click the **Save & Close** button when you are finished.

Communicating with a Contact

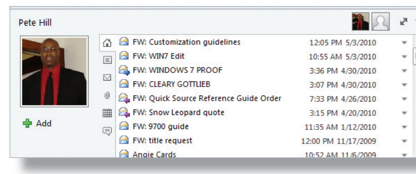
1. Select the contact you want to communicate with.
2. Do one of the following in the **Communicate** group:
   - *To e-mail a contact,* click the **E-mail** button. Compose the mail message and click the **Send** button.
   - *To create a meeting with the contact,* select options for the meeting and click the **Send** button.

*Note: For additional communication, click the **More** button in the **Communicate** group and make a selection from the resulting menu.*

Working with the People Pane NEW!

You can quickly view and communicate with contacts using the People pane.

1. Click the **Mail** shortcut in the **Navigation Pane**.
2. Select the message for the user you want to display the People pane for.
3. Click the user name or the **Expand** arrow.



4. Click the buttons to the right of the picture to display items related to that contact.
5. Click the **Collapse** button when you are finished.

Notes

Creating a Note

Use notes to organize small bits of information that you might need to reference later.

1. Click the **Notes** shortcut in the **Navigation Pane**.
2. Click the **New Note** button in the **New** group.
3. Enter text directly into the note.
4. Click the **Close** button in the upper-right corner to close the note. *(Outlook will name the note with the text that was entered and will record the date and time the note was created at the bottom of the note.)*

Working with Notes

- *To open a note,* double-click the note in the **Notes** pane.
- *To assign a color category to a note,* right-click the closed note, select **Categorize**, and select a color category from the shortcut menu.
- *To delete a note,* right-click the closed note and select **Delete** from the shortcut menu.
- *To change how notes are displayed,* select a view in the **Current View** box.
- *To e-mail a note,* select the note and click the **Forward** button in the **Actions** group. Compose the mail message and click the **Send** button.

QUICK Source
To order call toll-free 1-888-280-0424.

Visit our Web site: www.resourcenetwork.com

Extras

Deleting an Item

1. Select the item you want to delete.
2. Click the **Delete** button in the **Delete** group or press **Ctrl + D**.

Retrieving a Deleted Item

1. Select the **Deleted Items** folder in the **Navigation Pane**.
2. Select the item you want to retrieve.
3. Click the **Move** button in the **Move** group.
4. Select a folder from the resulting menu.

*Note: To permanently delete the items in the **Deleted Items** folder, right-click the **Deleted Items** folder and select **Empty Folder** from the shortcut menu. Click the **Yes** button to confirm deletion.*

Creating a Journal Entry

Use the Journal feature to keep a record of interactions with contacts.

1. Click the **Folder List** button in the **Navigation Pane**.
2. Click the **Journal** shortcut in the **Navigation Pane**.
3. Click the **Journal Entry** button in the **New** group
4. Enter a description of the entry in the **Subject** box.
5. Click the arrow on the **Entry type** box and select an entry type from the resulting menu.
6. *Optional:* Enter a company name in the **Company** box.
7. Enter or select a start date and time in the **Start time** boxes.
8. Click the arrow on the **Duration** box and select a duration from the resulting menu.
9. *Optional:* Enter notes in the text box.
10. Click the **Save & Close** button when you are finished.

Working with the Mini Toolbar

The Mini toolbar gives you quick access to formatting tools.

1. In the message text box, select the text you want to format.
2. Place your mouse pointer over the **Mini** toolbar to display it.
3. Click a button on the **Mini** toolbar to format text.
4. To hide the Mini toolbar, continue entering text or move your mouse pointer away from the toolbar.

Home Tab Shortcuts (Mail)

New Group

New E-mail	Ctrl + N
New Items	*none*

Delete Group

Ignore Conversation	Ctrl + Delete
Clean Up	*none*
Junk	*none*
Delete	Ctrl + D

Respond Group

Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + F
Reply with Meeting	Ctrl + Alt + R
More Respond Actions	*none*

Move Group

Move	*none*
Rules	*none*
Send to OneNote	*none*

Tags Group

Unread/Read	Ctrl + U/Ctrl + Q
Categorize	*none*
Follow Up	*none*

Find Group

Find a Contact	F11
Address Book	Ctrl + Shift + B
Filter E-mail	*none*

Send/Receive Group

Send/Receive All Folders	F9

Getting Help

Using Outlook Help

1. Click the **Microsoft Outlook Help** button on the **Tab Bar** or press **F1**.
2. Do one of the following:
   - *To browse Outlook Help,* select a topic heading in the **Browse Outlook 2010 support** section.
   - *To browse the Help Table of Contents,* click the **Show Table of Contents** button on the **Standard** toolbar. Click a book icon to open a topic and view its subtopics.
3. Click once on a topic to view **Help** information.

*Note: Click the **Home** button on the **Standard** toolbar to return to the **Home** page. Click the **Back** and **Forward** buttons to navigate through Outlook Help.*

Printing a Help Topic

1. Display the Help topic you want to print.
2. Click the **Print** button on the **Standard** toolbar.
3. Select print options.
4. Click the **Print** button to print the topic.

Searching for a Help Topic

1. Click the **Microsoft Outlook Help** button on the **Tab Bar** or press **F1**.
2. Click the arrow on the **Search** button and select where you want to search from the resulting menu.
3. Do one of the following:
   - *To search for a new Help topic,* enter what you want to search for in the **Type words to search for** box and click the **Search** button.
   - *To search for a recently used search topic,* click the arrow on the **Type words to search for box** and select a topic from the resulting menu.
4. Click once on a topic to view **Help** information.

Accessing Help in the Backstage View NEW!

Click on the **File** tab and select **Help** in the left pane. You can access Outlook Help, Microsoft Office Online, or contact Microsoft Support.