

Microsoft 2010 Quick Guide

[What your inbox looks like:](#)

[How to Compose and Send an Email:](#)

[How to Reply to an Email:](#)

[Calendar View:](#)

[How to enter an appointment in your calendar:](#)

★ Points out basic Icons you will use everyday

What your Inbox looks like:

The screenshot shows the Microsoft Outlook interface. The title bar reads "Inbox - Amanda Pisani - Microsoft Outlook". The ribbon includes "File", "Home", "Send / Receive", "Folder", "View", "Add-Ins", and "Adobe PDF". The "Home" ribbon is active, showing options like "New E-mail", "Clean Up", "Delete", "Reply", "Forward", "Respond", "Move to?", "To Manager", "Done", "Create New", "Move", "Rules", "OneNote", "Unread/Read", "Categorize", "Follow Up", "Find a Contact", "Address Book", and "Filter E-mail".

The left sidebar shows the folder structure for "Amanda Pisani":

- Inbox (5181)
- Drafts (26)
- Sent Items
- Deleted Items
- Cabinet (1)
 - Conversation Action Settings
 - Junk Mail
 - Mobile Sent
- News Feed
- Outbox
- Quick Step Settings
- RSS Feeds
- Search Folders

The main pane shows a list of emails under "Today":

- Carolyn Arnold 1:38 PM: Re: Thank you from the Great Debate!!
- Katrin Field 1:32 PM: Re: Thanks
- Ken Agustin 1:22 PM: Timesheets Are Due
- Frances DeNisco 1:02 PM: Agenda and Information for Tomorro...
- Meg Tracy 12:38 PM: Re: lyndaCampus overview follow-up
- Jason Ames 11:14 AM: A final fall Forensics success!
- Jason Ames 11:03 AM: Thank you from the Great Debate!!
- Ora Bigelow 10:30 AM: Re: Thanks
- Gregory Correa 10:23 AM: Re: Thanks
- William Eddy 10:20 AM: Re: Thanks
- Catherine Gentiluomo 10:19 AM: Hayward Neighborhood Fundraiser
- Karen Metcalf 10:16 AM: Re: Please join us at the District Office!
- William Manning 10:14 AM: Re: Three Men's Soccer Team Players Mak...**
- Carol Edson 10:11 AM

The selected email from William Manning is displayed in the main pane:

Re: Three Men's Soccer Team Players Make Showcase 1st Team
 William Manning
 Sent: Wed 12/10/2014 10:14 AM
 To: Larry Aguiar; LPC

Bravo to all three!

Bill Manning

>>> Larry Aguiar 12/08/14 10:32 PM >>>

Hi All,
 Just a short note to let you know that Las Positas College Men's Soccer Team had three players make the Sophomore Showcase 2014 (All Start Game North vs. South California Men's Soccer Teams) at Mt. San Antonio College this past weekend Saturday 6, 2014. Two of our student-athletes played at 1:00 pm. Four year colleges were there in great numbers recruiting these student-athletes. Fantastic day for our students.

They were:
 Oscar Armenta
 Efrain Bonilla

Ryan Gollott was also scheduled to take part but instead decided to attend a Soccer ID Camp at Dominican University in San Rafael, California. The coaches are looking at Ryan attending school there and playing soccer for them.

I have attached a photo of these students for your to look at if you are interested. If you know them or see them, please congratulate them.

Coach Aguiar
 Yeah Baby!

December 2014

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

No upcoming appointments.

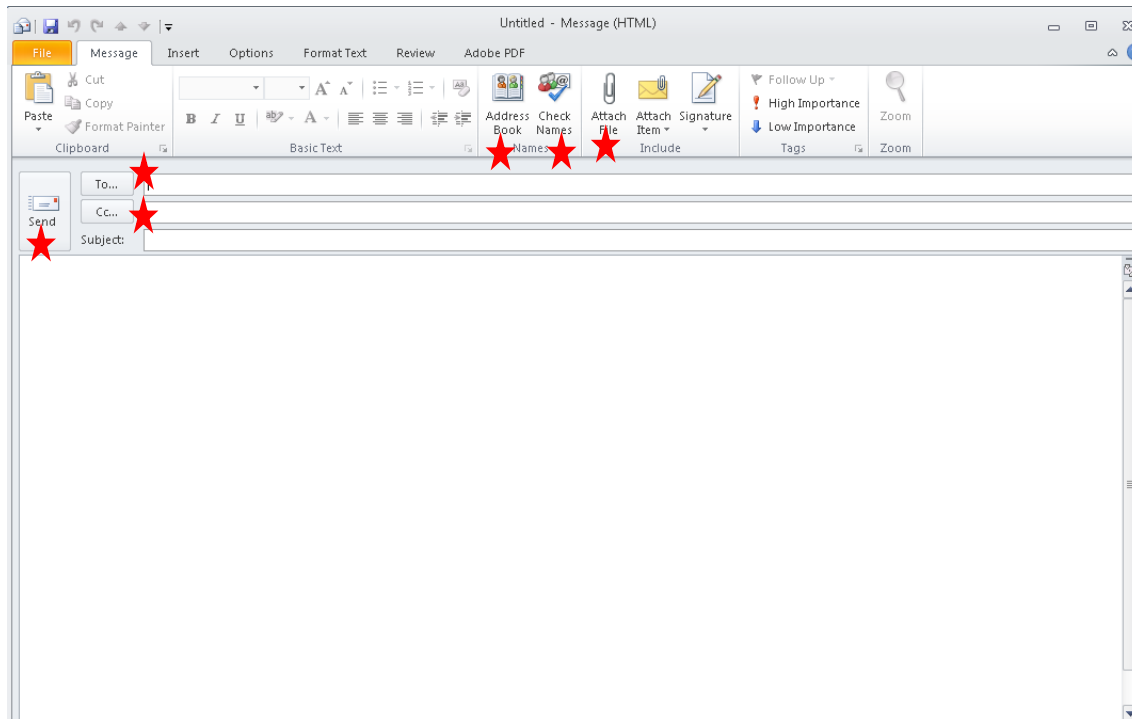
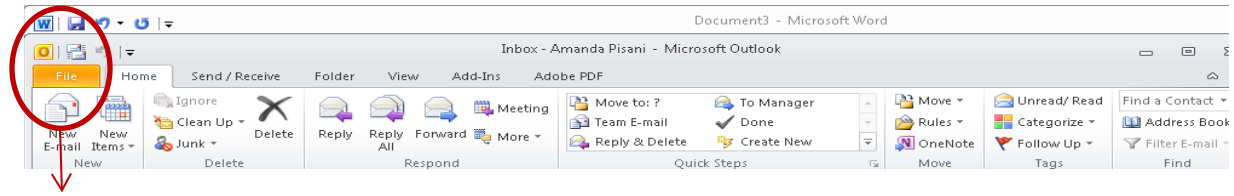
A resource is busy or you lack sufficient permissions

Items: 8,350 Unread: 5,181

100%

How to Compose Email:

Click on New E-mail icon



How to Reply to an email:

1. Highlight the message and click on one of the response buttons (Reply, Reply All, or Forward)

2. Or click on the Email and see below

The screenshot shows the Microsoft Outlook interface. The ribbon at the top includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', 'Add-Ins', and 'Adobe PDF'. The 'Home' ribbon has several groups of buttons: 'New E-mail', 'Clean Up', 'Delete', 'Reply', 'Reply All', 'Forward', 'More', 'Move to?', 'Team E-mail', 'Reply & Delete', 'To Manager', 'Done', 'Create New', 'Move', 'Rules', 'OneNote', 'Unread/Read', 'Categorize', 'Follow Up', 'Find a Contact', 'Address Book', and 'Filter E-mail'. The 'Reply' button is highlighted with a red star. The 'Reply All' button is also highlighted with a red star. The 'Forward' button is highlighted with a red star. The 'More' button is highlighted with a red star. The 'Reply & Delete' button is highlighted with a red star. The 'To Manager' button is highlighted with a red star. The 'Done' button is highlighted with a red star. The 'Create New' button is highlighted with a red star. The 'Move' button is highlighted with a red star. The 'Rules' button is highlighted with a red star. The 'OneNote' button is highlighted with a red star. The 'Unread/Read' button is highlighted with a red star. The 'Categorize' button is highlighted with a red star. The 'Follow Up' button is highlighted with a red star. The 'Find a Contact' button is highlighted with a red star. The 'Address Book' button is highlighted with a red star. The 'Filter E-mail' button is highlighted with a red star.

The left sidebar shows the folder structure for 'Amanda Pisani', including 'Inbox (5181)', 'Drafts (26)', 'Sent Items', 'Deleted Items', 'Cabinet (1)', 'Conversation Action Settings', 'Junk Mail', 'Mobile Sent', 'News Feed', 'Outbox', 'Quick Step Settings', 'RSS Feeds', and 'Search Folders'. The 'Mail' button is highlighted in the bottom left corner.

The main pane shows a list of emails in the 'Today' group. The email from 'William Manning' is selected, with the subject 'Re: Three Men's Soccer Team Players Make Showcase 1st Team' and the time '10:14 AM'. The email body contains the following text:

Re: Three Men's Soccer Team Players Make Showcase 1st Team
William Manning
Sent: Wed 12/10/2014 10:14 AM
To: Larry Aguiar; LPC

Bravo to all three!

Bill Manning

>>> Larry Aguiar 12/08/14 10:32 PM >>>

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Efrain Bonilla

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I have attached a photo of these students for your to look at if you are interested. If you know them or see them, please congratulate them.

Coach Aguiar
Yeah Baby!

The right sidebar shows a calendar for December 2014, with the 10th highlighted. Below the calendar, it says 'No upcoming appointments.' and 'A resource is busy or you lack sufficient permissions'.

The bottom status bar shows 'Items: 8,350 Unread: 5,181' and '100%' zoom level.

File Message Adobe PDF

Ignore Delete Reply Reply All Forward More

Junk Delete Reply Reply All Forward More

Meeting

Move to: ? To Manager Done

Team E-mail Reply & Delete Create New

Rules OneNote Actions

Move Mark Unread Categorize Follow Up

Tags Translate Find Related Select

Zoom

From: William Manning
To: Larry Aguiar; LPC
Cc:
Subject: Re: Three Men's Soccer Team Players Make Showcase 1st Team

Sent: Wed 12/10/2014 10:14 AM

Bravo to all three!

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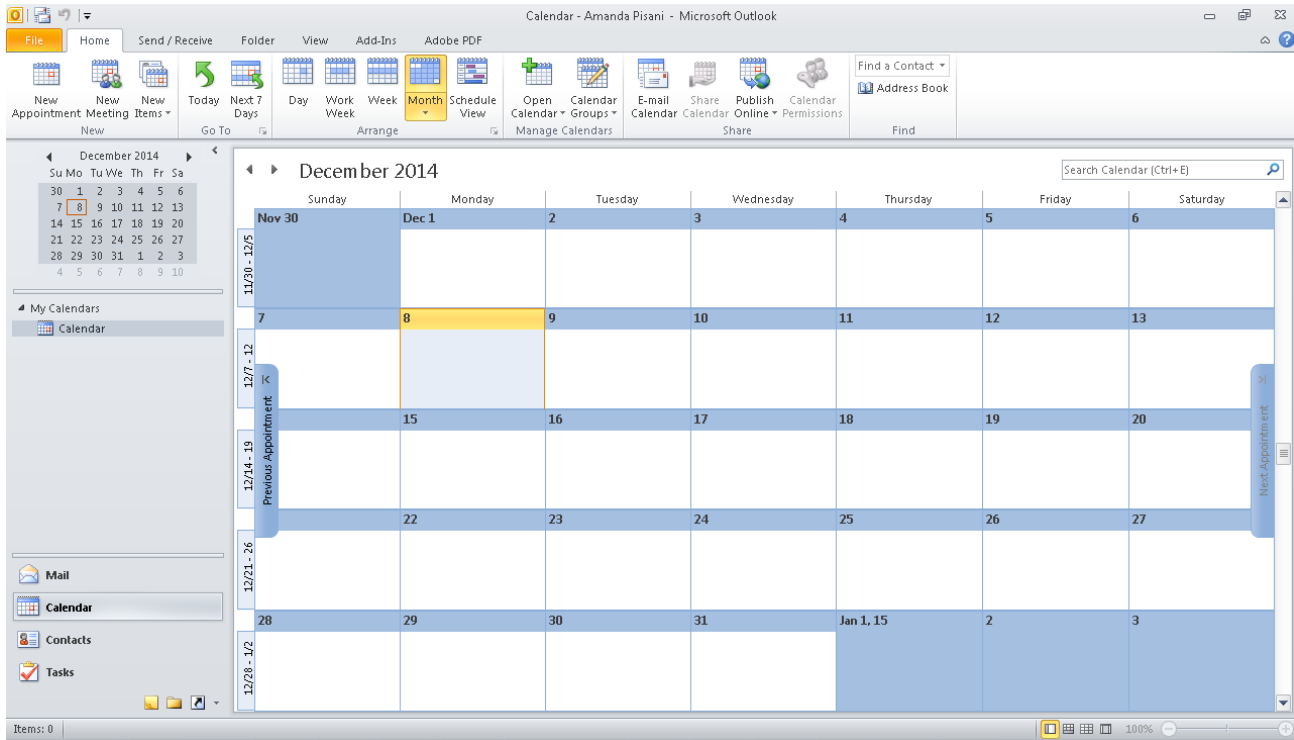
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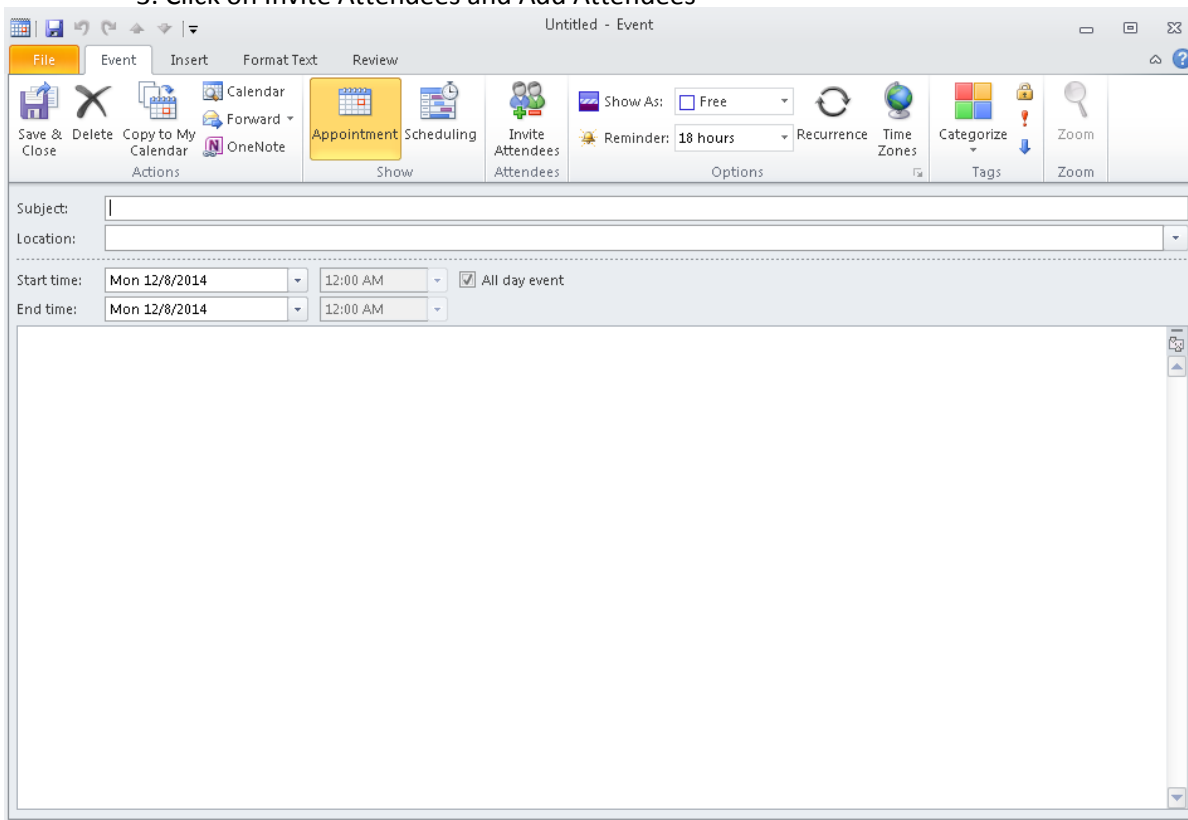
Calendar:

1. Double Click on Date



2. Fill in Subject, Location, Start and End Time

3. Click on Invite Attendees and Add Attendees



4. Then Click Send

