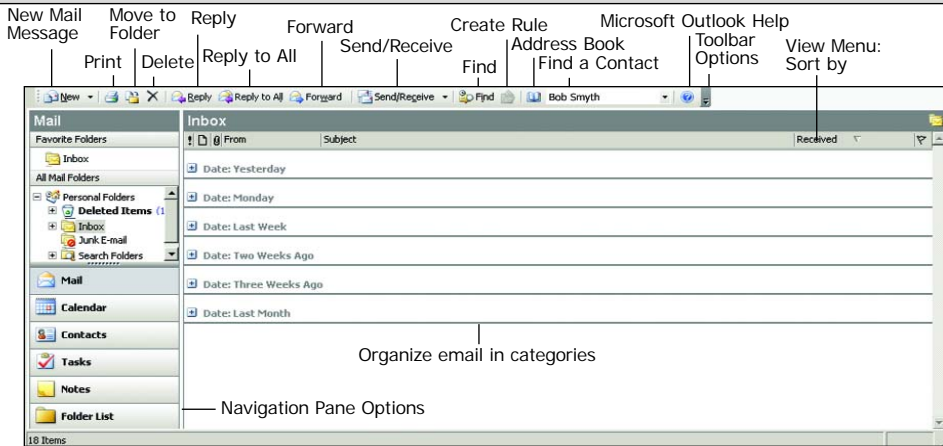
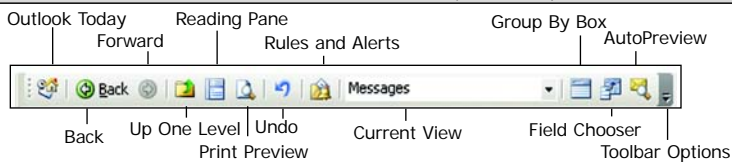


# Outlook 2003 for Windows

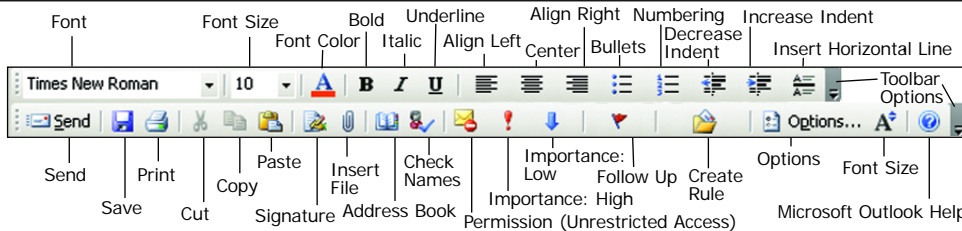
## STANDARD NAVIGATION PANE



## ADVANCED TOOLBAR (INBOX)



## STANDARD TOOLBAR AND FORMATTING TOOLBAR (SEND)



## OUTLOOK TODAY

**Change number of days (with appointments) that appear:** In Outlook Today, click **Customize Outlook Today...** at the top right • In the Calendar area, enter a number of days • Click **Save Changes**

**Change the background and layout:** In Outlook Today, click **Customize Outlook Today...** at the top right • In the Styles area, click an option in the **Show Outlook Today in this style:** [list ▼]

**Note:** See a graphical preview below the list • Click **Save Changes**

**Change which folders appear:** In Outlook Today, click **Customize Outlook Today...** at the top right • In the Messages area, click [Choose Folders...] • Select  check boxes of folders to display • Click [OK] • Click **Save Changes**

**Change which tasks appear:** In Outlook Today, click **Customize Outlook Today...** at the top right • In the Tasks area, click desired options next to **In my task list, show me:** • Click **Save Changes**

**Make the Outlook Today page your default page:** In Outlook Today, click **Customize Outlook Today...** at the top right • In the Startup area, check box  **When starting, go directly to Outlook Today** check box • Click **Save Changes**

**Sort the task list:** In Outlook Today, click **Customize Outlook Today...** at the top right • In **Tasks**, click an option in the **Sort my task list by:** [list ▼] box • Select [Ascending] or [Descending] • To sort tasks by a second criterion, click an option in the **then by:** [list ▼] box • Click **Save Changes**

## CUSTOMIZING OUTLOOK

**Change the default message format (HTML, Rich Text or Plain Text):** Tools: **Options...**, click **Mail Format tab** • In **Message format**, under **Compose in this message format:** [list ▼] box, click desired format • Click [OK]

**Create a signature for outgoing messages:** Tools: **Options...**, click **Mail Format tab** • In **Message format**, under **Compose in this message format:** [list ▼] box, select (HTML, or Rich Text) • Under **Signatures...**, click [Signatures...], then click [New...] • Enter a name in the **Enter a name for your new signature:** box • Under **Choose how to create your signature:**, select desired option • Click [Next>] • In the **Signature text box**, type or paste text from another document to include with the signature • To change the paragraph or font format, select the text, click [Font...], or [Paragraph...], and then select desired options • Click [OK], [OK], [Finish], [OK]

**Note:** These **Font** and **Paragraph** options are not available if the message format is in **Plain Text**

**Sort a list of messages, contacts, notes or files:** In table view, click a column heading to sort items by that column or group messages by date, size, conversation, subject and other criteria

**Alternate Method:** View: **Arrange By ▶:** **Current View...** **Customize Current View...** • Click [Sort...] • In the **Sort items by box** [list ▼], select [Ascending] or [Descending]

**Note:** If the desired field is not in the **Sort items by box**, then View: **Arrange By ▶:** **Current View...** **Customize Current View...**, click [Fields...] • Highlight fields from **Available fields:** box, click [Add->], click [OK] • Continue with **Alternate Method**

## WEB TOOLBAR



## KEYBOARD SHORTCUTS

### HELP

**Help/Office Assistant:** F1  
**Switch from Help to active application:** F6  
**CREATE AN ITEM OR FILE**  
**Appointment:** Ctrl+Shift+A  
**Contact:** Ctrl+Shift+C  
**Create New Folder:** Ctrl+Shift+E  
**Discussion:** Ctrl+Shift+S  
**Distribution List:** Ctrl+Shift+L  
**Journal Entry:** Ctrl+Shift+J  
**Mark as read:** Ctrl+Q  
**Mark as unread:** Ctrl+U  
**Meeting request:** Ctrl+Shift+Q  
**Message:** Ctrl+Shift+M  
**New Office Document:** Ctrl+Shift+H  
**Note:** Ctrl+Shift+N  
**Reply all to a message:** Ctrl+Shift+R  
**Reply to message:** Ctrl+R  
**Switch to Inbox:** Ctrl+Shift+I  
**Switch to Outbox:** Ctrl+Shift+O  
**Task:** Ctrl+Shift+K  
**Task request:** Ctrl+Shift+U

### FORMATTING (HTML or Rich Text)

**Add bullets:** Ctrl+Shift+L  
**Align left:** Ctrl+L  
**Bold:** Ctrl+B  
**Center:** Ctrl+E  
**Clear formatting:** Ctrl+Shift+Z  
**Display Format Menu:** Alt+O  
**Italics:** Ctrl+I  
**Underline:** Ctrl+U

### MENU & EDIT COMMANDS

**Calendar:** Ctrl+2  
**Check for new mail:** F9 or Ctrl+M  
**Check names:** Ctrl+K  
**Check spelling:** F7  
**Close window/Exit Outlook:** Alt+F4  
**Copy:** Ctrl+C  
**Copy Item to:** Ctrl+Shift+Y  
**Contacts:** Ctrl+3  
**Cut:** Ctrl+X or Shift+Delete  
**Find:** Ctrl+3 or Ctrl+E (Outlook Today only)  
**Flag for Follow Up:** Ctrl+Shift+G  
**Forward:** Ctrl+F (Inbox only)  
**Go to Folder:** Ctrl+Y  
**Look for:** F3  
**Mail:** Ctrl+1  
**Move Item to:** Ctrl+Shift+V  
**Notes:** Ctrl+5  
**Paste:** Ctrl+V or Shift+Insert  
**Print:** Ctrl+P  
**Print Preview:** Ctrl+P or Ctrl+F2  
**Save:** Ctrl+S or Shift+F12  
**Save and Close, Send:** Alt+S  
**Save As:** F12  
**Select all items:** Ctrl+A  
**Send/Post/Invite all:** Ctrl+Enter  
**Tasks:** Ctrl+4  
**Undo:** Ctrl+Z or Alt+Backspace  
**JUNK MAIL COMMANDS**  
**Mark Message as Not Junk:** Ctrl+Alt+J

**INBOX**

**Automatically check spelling before sending:** Tools in the Outlook Menu • Click Options • Click on Spelling tab • Under General options, select  Always check spelling before sending • Click [Apply] • Click [OK]

**Automatically move messages from a certain person:** Select a message from a person whose messages are to be automatically moved • Click Create Rule icon • Select  options that apply in "When I get e-mail with all of the selected conditions..." • Select  options in "Do the following..." that apply • To create a new folder, select  Move e-mail to folder: and click [Select Folder...] • Click [New], type a Name: for the folder, select a description under Folder contains: list ▼, Select where to place the folder:, click [OK] • Success "the rule "... has been created", click  Run this rule now on messages already in the current folder • Click [OK]

**Create a new message:** Click Inbox icon on the Outlook Bar • Click New Message icon • New ▼ • Type e-mail address(es) in [To...] box (separate each email address with a semi-colon ;) or click [To...], select recipient (hold CTRL to click and select multiple names) • Click [OK] • Type message • Check Spelling (F7) • Select  desired options in Options • Click [Close] • Click Send

**Delay delivery of a message:** Click Options... icon after creating a new message • Under Delivery options, select  Do not deliver before: check box • Enter the delivery date and time • [Close] • Click Send

**Forward a message:** In Inbox, select desired message • Click Forward • Enter recipient name(s) in the [To...] and [Cc...] box (if desired), or click [To...] and select recipient name(s) from a list, click [OK] • Click Send

**Make message unavailable after a specific date:** Click Options... icon after creating a new message • Under Delivery options, select  Expires after: check box • Enter the expiration date and time • [Close] • Click Send

**Reply to a message:** In Inbox, select desired message • Click Reply, to reply only to the sender or click Reply to All, to reply to all recipients • Type message • Click Send

**Save a message as a file or template:** In Inbox, select desired message • Click File: Save As... or press {F12} • Select a folder to Save in: (for Templates, Outlook will auto-select the Templates folder) • Type a File name: • Select format in Save as type: list ▼ • Choose [Outlook Template (\*oft)] for template • Click [Save]

**Specify the default stationery for new messages:** Tools in the Outlook Menu • Click Options • Click Mail Format tab • In the Compose in this message format: list ▼, select HTML • In Stationery and Fonts, under Use this stationery by default: select from list ▼ • Click [OK] to commit

**Specify the default stationery for one new message:** In the Main Outlook Menu, click Actions • Select New Mail Message Using ►, Select More Stationery... • Click the desired stationery • Click [OK] to commit

**FILTERING OUT JUNK E-MAIL**

**Junk E-mail Filter:** This feature is on by default; the protection level is set to Low (designed to collect most obvious junk e-mail messages). Messages caught by this feature are moved to the Junk E-mail folder, which has the same properties as all other folders

**Make the filter more aggressive or permanently delete junk e-mail:** In the Main Outlook Menu, click Actions, Junk E-mail ►, then click Junk E-mail Options... • Click the Options tab • Select features required • To delete: Select  Permanently delete suspected junk e-mail instead of moving it to the Junk E-mail folder • Click [OK] to commit

**Add someone to the Junk Senders list:** Select desired E-mail message • In the Main Outlook Menu, click Actions • Select Junk E-mail ►, select Add Sender to Blocked Senders List

**Create Safe Senders:** Select desired E-mail message • In the Main Outlook Menu, click Actions • Select Junk E-mail ►, select Add Sender to Safe Senders List or Add Sender's Domain (@example.com) to Safe Senders List

**ADVANCED TOPICS**

**Empty Deleted Items Folder on exit:** Click Tools, Options... • Click Other tab • Under General, select  Empty the Deleted Items folder upon exiting • Click [Advanced Options...] • Under General settings, select  Warn before permanently deleting items • [OK], [OK]

**Flag a message to remind you to follow up:** Select desired E-mail message • Click Actions, Follow Up ► • Select a flag colour, or Add Reminder • Select from Flag to: list ▼ • Select Flag Color: list ▼ • Enter Due by: date list ▼, and time list ▼ • Click [OK]

**SEARCH FOLDERS**

**Use a predefined Search Folder:** In the main menu, click File, New ►, Search Folder... or {Ctrl+Shift+P} • Under Select a Search Folder, select one of the predefined Search Folders, then click where to search • Under Customize Search Folder, specify the criteria to use

**Create a custom Search Folder:** In the main menu, click File, New ►, Search Folder... or {Ctrl+Shift+P} • Under Select a Search Folder at the bottom of the list under Custom, select Create a custom Search Folder • Type a name for your custom Search Folder • Click Criteria, and select/enter the options you want, and then click [OK] • Define which folders you want to search, click [Browse], then select the folders that you want the search criteria to search, click [OK], [OK], [OK]

**Note:** You can also create a Search Folder from searches you create on the Find Bar or Advanced Find

**RULES**

This feature requires you to be using a Microsoft Exchange Server e-mail account.

**Create a Rule:** In the Main Outlook Menu, click Tools, Rules and Alerts... or Create Rule icon • Select [Advanced Options...] • In Rules Wizard, check Which Conditions do you want to check? Step 1:  Select condition(s) • In Step 2: Click on the underlined conditions and edit details • Click [Next >] • In, What do you want to do with the message? Step 1:  Select action(s) • In Step 2: Click on the underlined conditions and edit details • In Are there any exceptions?, Step 1:  Select Exception(s) (if necessary) • In Step 2: Click on the underlined conditions and edit details • Click [Next >] • Finish rule set-up. Step 1: Specify a name for this rule, type in name • In Step 2 Setup rule options: Select  Run this rule now on messages already in "Inbox" and/or  Turn on this rule • Click [Finish]

**CALENDAR/APPOINTMENTS/MEETINGS**

**Create an Appointment, Meeting, or Task:** Click Calendar • Click date or New in the menu • Select type of entry: Appointment {Ctrl+Shift+A}, Meeting Request {Ctrl+Shift+Q}, Task Request {Ctrl+Shift+K} • Enter Subject, Location, select Label from list ▼ • Enter Start time, list ▼, End time: list ▼ • For Requests, enter To... or select from list ▼ • Select Reminder: minutes • Click Reminder and Select  Play this sound • Select option on how time is shown in Outlook Show time as: list ▼ • Add this entry in Categories by clicking on [Categories] • Select  from categories list • Click [OK] • Click on Private , if private

**Adjust calendar options:** Tools, Options... in Preferences tab, under Calendar, click [Calendar Options...] • Under Calendar work week, select the First day of week: list ▼ and the First week of year: list ▼ • Enter a Start time: list ▼ and End time: list ▼ • Under Calendar options, select a Background color: list ▼ • Click [Add Holidays...] and select the locations whose holidays are to be copied to your Outlook Calendar • Click [OK] • Set any other desired options • [OK], [OK]

**Print a Calendar with all my appointments in it:** Click Calendar • File: Print... or {Ctrl+P} • In the Print style box, click calendar details Style to print details of appointments and meetings, or select one of the following: Daily Style, Weekly Style, Monthly Style, or Tri-fold Style • Under Print range:, enter the Start: list ▼ and End: list ▼ days to print • Set other desired options under [Page Setup...] • Click [OK] to print

**Color-code appointments or meetings:** Click Calendar • Right-click an appointment or meeting, select Label ► and click a color Note: To remove a color from the appointment or meeting, click Label ► None

**Color-code appointments or meetings automatically:** Click Calendar • Right-click the calendar grid, and then click Automatic Formatting... • Click [Add], and type a name for the rule • In the Label list ▼, click on a color • Click [Condition...] to specify the conditions under which the color will be applied Note: If you manually assign a color to an item, automatic coloring cannot be used on that item

**CONTACTS AND ADDRESS BOOK**

**Create a contact:** File: New ►, Contact or {Ctrl+Shift+C}, or click Contacts and click New ►, Contact or {Ctrl+N} • Enter desired contact information • Save and Close

**Create a contact from an e-mail message:** Double-click the message that contains the e-mail address to add to the contact list • In the From: field, right-click the desired name, and then click Add to Outlook Contacts from the shortcut menu • Make any desired changes in the Contact information • Save and Close

**Print Contact lists:** Select Contacts • Select View from the main menu, then Arrange By ►, Current View ►, Phone List • Click Print, or {Ctrl+P}

**Alternate Method:** On side panel, under Current View, click Address Cards or Detailed Address Cards or Phone List etc. • Click Print, or {Ctrl+P}

**Share your contacts:** This feature requires you to be using a Microsoft Exchange Server e-mail account. Click Contacts • On side panel, click Share My Contacts Note: Share My Contacts does not appear unless you are using an Exchange Server e-mail account

**Specify the people who can share your contacts:** Select Contacts in the side menu, open Share My Contacts..., click [Add] in the Add users dialog box, type Name, or Select from list ▼, enter the name of the person whom you want to grant sharing permissions to • Click [OK] • In the Name box, click the name of the person you added • Under [Permissions], click the permission level that you want

**Important:** If you select the  Private check box on a Contact item in Microsoft Office Outlook 2003, do not grant Read permission to your Contacts folder to anyone whom you do not want to see private items. A person who is granted Read permission to access your folders could use programmatic methods or other e-mail applications to view details in a private item