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# **Microsoft Outlook 2016 Mail, Calendar, People, Tasks, Notes Quick Reference - Windows Version (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Guide)**



## **Synopsis**

Four page laminated quick reference guide showing step-by-step instructions and shortcuts for how to use mail, calendar, people, tasks, and notes features of Microsoft Office Outlook 2016 (Windows Version). Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Outlook 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Mail: Displaying Mail Folders; Hiding/Displaying the Folder Pane; Creating and Sending a Message; Attaching a File to a Message; Showing BCC; Sending a Message with High or Low Importance; Requesting a Read or Delivery Receipt; Drafting a Message; Delaying the Delivery of a Message; Restricting Forwarding, Printing or Copying. Quick Filters: All and Unread; Reading Messages; Manual Send/Receive; Using the Outbox; Using Desktop Alerts. Deleting Messages; Saving an Attachment; Removing an Attachment; Replying, Forwarding, Printing a Message. Sorting Messages; Changing the Width of the List; Grouping Messages by Conversation; Ignoring a Conversation; Cleaning up Redundant Messages; Marking a Message as Clutter; Turning Grouping On/Off; Finding Mail Messages; Using Task Flags; Creating a Folder; Favorite Folders; Moving or Copying Messages; Using Quick Steps; Creating a Contact from a Message; Creating a Distribution List; Creating an E-Mail Signature; Manually Inserting Signatures; Using the Rules Wizard. Using the Out of Office Assistant; Handling Junk Mail. Calendar: Displaying the Calendar; Setting up Your Work Week; Viewing the Calendar; Creating Appointments; Creating, Scheduling and Editing Meetings; Repeating Appointments or Meetings; Responding to Meeting Requests; Changing Time or Date of Meeting/Appointment; Viewing Multiple Calendars; Creating a Calendar Group; Printing the Calendar; Using a Calendar Group; Using the Weather Panel. People: Displaying People; Creating & Editing Contacts; Linking Contacts; Deleting a Contact; E-Mailing a Contact; Searching for People; Merging with Contacts. Tasks and To-Do Items: Displaying To-Do and Task List Folders; Creating Tasks; Putting Items in the To-Do List; Editing a Task; Marking Complete; Changing Task Order; Assigning Tasks; Viewing To-Do Items in the Calendar; Hiding /Displaying Tasks in the To-Do Bar; Printing Tasks. Notes: Adding a Note. For Any Outlook Item: Deleting Items; Assigning an Item to a Category; Sorting by Category; Sorting Items; Creating a New Calendar/Contact/Task Folder; Sharing Calendar Contacts Tasks or Notes using an Exchange Server; Using Another Person's Calendar Contacts Tasks or Notes Folder; Responding to a Sharing Request; Using the Reading Pane; Using the People Pane. This Outlook 2016 Quick Reference also includes a list of Keyboard and Selection Shortcuts.

## **Book Information**

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## Customer Reviews

I am venturing into Office 365 and will now have all the current Microsoft products - as I haven't used Outlook, calendar and other features I purchased this reference guide to assist me. It is a quick reminder of how to do what I want to do. Great job Microsoft!

Love this! Was exactly what I was looking for in a quick reference guide

Just what I needed. Easy to use and great shortcuts.

informative!!! Just what I was looking for.

Great little cheat sheet! Even though I haven't had the opportunity to use all the info, it appears to me that it covers just about everything.

Very helpful quick-guide for highlights of Outlook 2016

One stop answer sheet. Great for everyone.

Concise reminder of key features. Useful.

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