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Outlook 2010: Sending and Receiving Email

- All Outlook Items searches everything. From lets you filter messages from specific senders.
- Subject lets you filter by words in the subject line.
- Has Attachments lets you filter results by whether they have attachments.
- Categorized filters by categories.
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Microsoft Outlook OutlookGuide User Guide

Outlook 2010 is a personal information manager included in the Microsoft Office 2010 suite, which is commonly used in the workplace. While Outlook is perhaps best known as a tool for sending and receiving email messages, it also includes powerful features for managing calendars, contacts, and tasks.. In this lesson, you'll learn how to navigate the Outlook 2010 interface, the Ribbon, and ...

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Many of your User Interface options are defaulted, but you can disable or select other options. (This section will be instructor led.) 1. Click on the File tab, and then click on Options. 2. The Outlook Options window will appear. B. Advanced . The Advance option enables you to customize work panes and set up options for multiple Outlook features.

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