



# Outlook 2010 – Advanced

---

**Multiple windows open at the same time – right click on navigation tab**

**Color Code your Emails**

**Quick Parts – no limit to size or number**

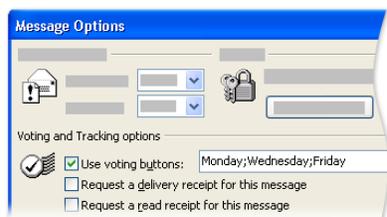
- **Quick Parts – save text that is reusable**

**Conducting a Vote/Polling to a Group** - create a poll by including voting buttons in an e-mail message. When recipients respond to the poll, you can either automatically tabulate the results of the vote in Outlook or export the responses to a Microsoft Office Excel 2007 worksheet.

**Add the voting buttons**

---

1. Create a new e-mail message, or open a message that you want to reply to or forward.
  2. In the message window, on the **Options** tab, in the **Tracking** group, click **Use Voting Buttons**.
  3. Click one of the following:
    - **Approve;Reject** This option is best when you need an authorization for an action. For example, you can send an e-mail request to several recipients seeking their approval of a project proposal.
    - **Yes;No** When all you need is either a yes or a no, this is a good way to take a quick poll.
    - **Yes;No;Maybe** When you don't want to limit the choices to yes and no, this voting option offers an alternative response.
    - **Custom** Click this command to create your own custom voting button names. For example, you can ask your colleagues to choose among three days of the week for a recurring weekly staff meeting.
1. When the **Message Options** dialog box appears, under **Voting and Tracking options**, select the **Use voting buttons** check box.
  2. Select and delete the default button names, and then type the text that you want. Separate button names with semicolons.



3. Click **Close**.
4. Compose your message, and then click **Send**.

## Update your Calendar - right click for options on any day

### Reminders:

### E-mail messages, Contacts, and Tasks

---

1. To set or remove reminders, select the e-mail message, contact, or task.
2. On the **Standard** toolbar, click  **Follow Up**, and then click **Add Reminder**.

**TIP** You can quickly flag e-mail messages as to-do items by using reminders. Right-click the Flag Status column in the message list. Or if you have the message open, on the **Message** tab, in the **Tracking** group, click  **Follow Up**, and then click **Add Reminder**.

3. In the **Custom** dialog box, select or clear the **Reminder** check box. If you select the check box, enter the date and time when you want the reminder to appear.



4. Click **OK**.

## Rules and Alerts

### Create a rule from a template

---

1. In the Navigation Pane, click **Mail**.
2. On the **Tools** menu, click **Rules and Alerts**.
3. If you have more than one e-mail account, in the **Apply changes to this folder** list, select the **Inbox** that you want.

4. Click **New Rule**.
5. Under **Step 1: Select a template**, select the template that you want from the **Stay Organized** or **Stay Up to Date** collection of templates.
6. Under **Step 2: Edit the rule description**, click an underlined value. For example, if you click the **people or distribution list** link, the Address Book opens.
7. Under **Step 1: Select condition(s)**, select the conditions that you want the messages to meet for the rule to apply.
8. Under **Step 2: Edit the rule description**, click an underlined value if you have not done so already, and then click **Next**.
9. Under **Step 1: Select action(s)**, select the action that you want the rule to take when the specified conditions are met.
10. Under **Step 2: Edit the rule description**, click an underlined value if you have not done so already, and then click **Next**.
11. Under **Step 1: Select exception(s)**, select any exceptions to the rule, and then click **Next**.
12. To finish creating the rule, enter a name for the rule, and then select any other options that you want.
  - If you want to run this rule on messages that already are in one of your folders, select the **Run this rule now on messages already in "folder"** check box.
  - To apply this rule to all your e-mail accounts and the **Inbox** associated with each account, select the **Create this rule on all accounts** check box.
13. Click **Finish**.

## Create a rule from scratch

---

To create a rule by choosing your own conditions, actions, and exceptions, do the following:

1. In the Navigation Pane, click **Mail**.
2. On the **Tools** menu, click **Rules and Alerts**.
3. If you have more than one e-mail account, in the **Apply changes to this folder** list, select the **Inbox** that you want.
4. Click **New Rule**.
5. Under **Start from a blank rule**, select either **Check messages when they arrive** or **Check messages after sending**, and then click **Next**.
6. Under **Step 1: Select condition(s)**, select the conditions that you want the messages to meet for the rule to apply.
7. Under **Step 2: Edit the rule description**, click an underlined value if you have not done so already, and then click **Next**.
8. Under **Step 1: Select action(s)**, select the action that you want the rule to take when the specified conditions are met.
9. Under **Step 2: Edit the rule description**, click an underlined value if you have not done so already, and then click **Next**.

10. Under **Step 1: Select exception(s)**, select any exceptions to the rule, and then click **Next**.
11. To finish creating the rule, enter a name for the rule, and then select any other options that you want.
  - If you want to run this rule on messages that already are in one of your folders, select the **Run this rule now on messages already in "folder"** check box.
  - To apply this rule to all your e-mail accounts and the **Inbox** associated with each account, select the **Create this rule on all accounts** check box.
12. Click **Finish**.

## Searching for Folders

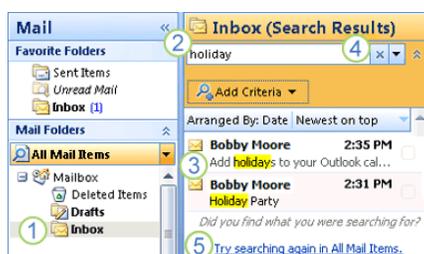
### Find a message

1. In **Mail**, click the folder that you want to search.
2. In the **Instant Search** box, type your search text.
- Messages that contain the text that you typed are displayed in the **Instant Search Results** pane with the search text highlighted.

**NOTE** By default, it is not necessary to click the **Search** button  to start the search. The **Search** button is enabled only if you have cleared the **Display search results as I type when possible** check box in the **Search Options** dialog box. For details, see the section in this article called [Change the Instant Search options](#).

- To narrow your search, type more characters.
3. To widen your search to include all folders in **Mail**, at the end of the search results, click **Try searching again in All Mail Items**.

Alternatively, in the **Navigation Pane** under **Mail Folders**, click **All Mail Items** or press CTRL+ALT+A.



- 1 Click the folder to search in.
- 2 Type your search text in the **Instant Search** box.
- 3 Messages that contain the text that you type appear in the results with search text highlighted.
- 4 Click to clear the **Instant Search** box, and then start a new search.
- 5 Click to widen your search to all folders in **Mail**.