



OUTLOOK 2010 – Basic

Intro to Outlook Basics tutorials

Here are the videos we used in our Intro to Outlook Basics course:

- [Getting to Know Outlook 2010](#)
- [Make the Switch to Outlook 2010](#)
- [How to Create a Signature](#)

What's NEW and Improved in 2010?

- [Customize the Ribbon](#)
- [Calendar](#)
- [Color Categories](#)
- [Search for Emails](#)
- [Organizing email in Conversations](#)
- [Navigation Pane](#) - When you receive an email from someone whom you need to add to your Address Book, you can do it simply by dragging the email from the Inbox over to the "Contacts" button in your left Navigation Pane. This will open a new Contact pane, with the email address and name of the individual already populated.

Other helpful features

- [Setting up Signatures](#)
- [Tasks](#)
- [Notes & Journals](#)

Organizing Your Folders – Create Outlook Personal Folders for email you want to save!



Create an Outlook Data File (.pst) – This will prevent your mailbox from becoming full. Messages moved into this file will now be stored on your computer, and won't count against your storage limit.

See next page for step-by-step instructions...

Creating a .pst File

1. On the **Home** tab, in the **New** group, click **New Items**, point to **More Items**, and then click **Outlook Data File**.
2. In the **Create or Open Outlook Data File** dialog box, in the **File name** box, type the name as you want it to appear in the Outlook Navigation Pane, and then click **OK**.
3. By default, data files are not password-protected. To add a password to your data file, under **Password**, type that password that you want to use in the **Password** and **Verify Password** text boxes.



IMPORTANT

Microsoft, your Internet service provider (ISP), or your email administrator don't have access to your password, nor can they assist you with recovering the contents of the Outlook Data File (.pst) if you forget the password.



Note: The emails you put into a .pst file will only be accessible on the computer the .pst file is stored on.

In other words, they will not show up in WebMail, nor will you be able to access them from other computers.