Using Email in Outlook Desktop 2010

Viewing Email

1. Open Outlook 2010
2. Click on the email you want to view
3. The email you selected will appear in the reading pane on the right
4. To view email located in different folders, use the left sidebar to navigate to your desired folder.
5. Use the navigation pane to move between Mail, Calendar, Contacts, and Tasks
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b. Sorting and Searching Email
1. To search your emails, type in the “Search Inbox” field
2. If you have multiple mail folders or do not find what you are looking for, try clicking “Try searching again in All Mail Items”
3. You can sort your emails by various criteria by clicking on “Arrange By: Date” at the top of your inbox.

C. Forwarding and Replying to Email
1. Click on the email you want to forward or reply to
2. Click Reply, Reply All, or Forward
3. Compose your message (see part d of this job aid), then click Send.
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Composing Email

1. Click “New E-mail” to open the compose pane

2. Add recipients by typing an email address or first and last name in the “To” field. Clicking in the “To…” button will open the Global Address List, which will allow you to search for people in the UW Directory.

3. Click “Check Names” to check the names and email addresses you typed to make sure that it is possible to send emails to them

4. Add a Subject and compose your message

5. You may use the toolbars to format text, add images to the body of the message

6. Click “Attach File” to add attachments

7. Review your message and click Send.
Deleting Email

1. Click on the email you want to Delete
2. Click Delete to delete the email
3. The email will be moved to your “Deleted Items” folder.
4. Deleted emails can be restored by dragging them from your Deleted Items folder back to your Inbox
5. To empty your Deleted Items, right click on Deleted Items and click “Empty Folder”