

# Outlook® 2021 & 365 Introduction

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## Quick Reference Guide

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### Interface Basics

#### Classic vs. Simplified Ribbon

The **Classic Ribbon** is displayed along the top of the Outlook window and is divided into tabs ("Home," "Send/Receive," "Folder," etc.) Within these tabs are different groups of commands that perform various functions. The streamlined **Simplified Ribbon** contains similar, but also fewer, buttons. **To switch between ribbons**, click the "Ribbon Display Options" button at the right end of the Ribbon and select "Classic Ribbon" or "Simplified Ribbon."

### Contacts (People)

#### Displaying the Contacts Folder

1. Click the "People" button in the Navigation Bar at the bottom of the Outlook window.
2. Click the "View" tab in the Ribbon.
3. Click the "Change View" button in the Ribbon and select a view.

#### Creating Contacts

1. Click the "Home" tab in the Ribbon.
2. Click the "New Contact" button in the Ribbon.
3. Enter the contact information. **To show additional fields**, click the "Details" button on the "Contact" tab in the Ribbon. **To switch back**, click the "General" button on the "Contact" tab.
4. Click the "Save & Close" or "Save & New" button on the "Contact" tab in the Ribbon.

#### Creating Contacts at the Same Company

Avoid entering duplicate company information when creating multiple contacts at the same company.

1. Select the contact with the information to copy.
2. Click the "Home" tab in the Ribbon.
3. In the Classic Ribbon, click the "New Items" button. **Or**, in the Simplified Ribbon, click the "New Contact" button's arrow.
4. Select "Contact from the Same Company."
5. Enter the contact information. **To show additional fields**, click the "Details" button on the "Contact" tab in the Ribbon. **To switch back**, click the "General" button on the "Contact" tab.
6. Click the "Save & Close" or "Save & New" button on the "Contact" tab in the Ribbon.

#### Editing Contacts

1. **To edit a contact**, double-click the contact. **Or**, select the contact, click the ellipsis (...) in the Reading Pane, and select either "Edit Contact" or "View Profile" Outlook (Contacts) from the menu.
2. Make any desired changes in the contact fields.
3. Click the "Contact" tab in the Ribbon.
4. Click the "Save & Close" or "Save & New" button in the Ribbon.

#### Deleting Contacts

1. Select the contact(s) to delete.
2. Click the "Home" tab in the Ribbon.
3. Click the "Delete" button in the Ribbon.

#### Printing Contacts

1. Select the contact(s) to print.
  2. Click the "File" tab in the Ribbon.
  3. Click the "Print" command at the left.
  4. Click the "Print Options" button and make selections, if desired.
  5. Click the "Print" button.
- To quickly print a single contact to your default printer:**
1. Right-click the contact.
  2. Select "Quick Print" from the menu.

### Creating Contact Groups

1. Click the "Home" tab in the Ribbon.
2. Click the "New Contact Group" button. **Or**, in the Simplified Ribbon, click the "New Contact" button's arrow and select "Contact Group."
3. Enter a group name in the "Name" field.
4. Click the "Contact Group" tab in the Ribbon, click the "Add Members" button, and select the "From Outlook Contacts" command.
5. Click on a contact in the "Select Members" dialog box and click the "Members" button to add them to the group. Repeat as desired.
6. **To remove a contact**, click to highlight it in the "Members" box and press the "Delete" key.
7. Click "OK," click the "Contact Group" tab in the Ribbon, and click the "Save & Close" button.

### Categorizing Contacts

1. Select the contact(s) to categorize.
2. Click the "Home" tab in the Ribbon.
3. Click the "Categorize" button in the Ribbon and select a category from the drop-down. Repeat as desired to assign multiple categories.

### Customizing Categories

1. Click the "Home" tab in the Ribbon.
2. Click the "Categorize" button in the Ribbon and select "All Categories" from the drop-down menu.
3. **To add a category**, click the "New" button, enter a name, select a color and shortcut key (if desired), and click "OK."
4. **To rename a category**, select it, click the "Rename" button, type a new name, and press "Enter."
5. **To delete a category**, select it, click the "Delete" button, and click "Yes" to confirm deletion.
6. **To edit a category**, select it and choose a new color and/or shortcut key from the drop-down menus.
7. Click "OK."

### Searching for Contacts

1. Click into the "Search" box at the top of the Outlook window.
2. Type a name or part of a name and press the "Enter" key. Outlook displays contacts that match.
3. **To display all contacts and stop searching**, click the "Close Search" button at the right end of the "Search" box.

### E-Mailing Contacts

1. Select the contact(s). **To select multiple contacts**, display a view other than People view.
2. In People view, click the contact's email address that appears in the Reading pane to the right. In any other view, click the "Home" tab in the Ribbon and click the "Email" button.
3. In the message window, enter a subject in the "Subject" field, complete the e-mail, and click the "Send" button.

### Mail Merging Contacts

1. Select or display the contacts to merge.
2. Click the "Home" tab in the Ribbon.
3. Click the "Mail Merge" button in the Ribbon. **Or**, in the Simplified Ribbon, click the "More Commands" ellipsis and select "Mail Merge."
4. Select "Contacts," "Fields to merge," "Document file," and "Merge Options." Click "OK."
5. Complete the document or e-mail. **To add a field**, click the "Mailings" tab in the Ribbon of Word, click the "Insert Merge Field" button, then select the field to add.
6. **To preview**, click the "Preview Results" button in the Ribbon.
7. Click the "Finish & Merge" button on the "Mailings" tab. Select a merge type. Click "OK."

### E-Mail: Reading & Organizing

#### Displaying the Mail Folders

1. Click the "Mail" button in the Navigation Bar at the bottom of the Outlook window.
2. **To display a specific folder**, click the desired folder in the Folder Pane at the left. If hidden, click the triangle to the left of the parent folder.

#### Displaying/Hiding the Folder Pane

1. Click the "View" tab in the Ribbon.
2. Click the "Folder Pane" button. **Or**, in the Simplified Ribbon, click "Layout," then select "Folder Pane."
3. Select a folder view from the menu.
4. **To display a minimized pane**, click the "Expand" button at the top of the pane. **To switch view to "Normal"**, click the pin button that replaces it.

#### Reading Messages

The Reading Pane allows you to easily read e-mails without having to open them in a new window.

1. **To turn the Reading Pane on/off**, click the "View" tab in the Ribbon, click the "Reading Pane" button (in the Simplified Ribbon, click "Layout," then "Folder Pane"), and select a view or "Off."
2. **To resize the Reading Pane**, hover over the line separating the pane and the list of e-mails. Click and drag the double-headed arrow that appears.
3. **To view a message in the Reading Pane**, click to select it in the list of e-mails.
4. **To open an e-mail in a new window**, double-click it in the list of e-mails. When done, click the "Close" button in the window's upper-right corner.

### Viewing and Opening Attachments

1. **To quickly and safely preview an attachment**, click on the attachment below the message header. If prompted, click "Preview File." **To return to the message**, click the "Back to Message" button that appears above the attachment.
2. **To fully open an attachment in its native program**, double-click it. If the program does not exist on your computer, Windows will try to locate a program to open the attachment.
3. **To close the attachment and return to Outlook**, click the "Close" button in the upper-right corner.

### Saving or Removing Attachments

1. View the message containing the attachment(s).
2. **To save an individual attachment**, right-click on it and choose "Save As" from the menu.
3. **To save multiple attachments**, right-click on one attachment and choose "Save All Attachments" from the menu. Click "OK" in the dialog box to save all. **Or**, hold down the "Ctrl" key while clicking to select or deselect certain attachments and then click "OK."
4. Select the folder in which to save the attachment(s), and click "OK" or "Save."
5. **To remove an attachment**, right-click it and choose "Remove Attachment" from the menu.

### Manually Sending and Receiving

1. Click the "Send/Receive" tab in the Ribbon.
2. Click the "Send/Receive All Folders" button. **Or**, press the "F9" key on your keyboard.

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# Exchange 2015 Reference Guide

**Changyi Gu**

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web oct 18 2018 speech by president donald tusk at the gala dinner of the asem summit it is an honour and great pleasure for me to welcome you at the brussels art and history museum thank you all for being here and allow me your majesty to express my gratitude to you and to the belgian authorities for the excellent support and cooperation in the

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web mar 29 2017 gala dinner welcome remarks sharjah uae gala dinner welcome remarks mrs haifa fahoum al kaylani chairman arab international women s forum welcome remarks acknowledgements 1 your excellencies distinguished guests ladies and gentlemen

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web good evening and welcome being here tonight sharing this celebratory evening with all of you is truly an honor looking around this room i am filled with inspiration and hope yes we face daunting public health threats as so eloquently described by our earlier speakers

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web nov 3 2022 a charity gala dinner is where like minded people engage in meaningful conversation while having a meal these events include entertainment food and sometimes even auctions or raffles it s an evening of wining dining and toasting to an organization and building lasting relationships

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web the welcome speech is the spine of any corporate event it pulls or repels the audience to tune in or run away before any special events start these opening remarks are what sets the tone for your special guests here learn the best practices to make your welcome speech or future welcome speeches for any corporate event successful

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web dec 7 2018 7 december 2018 vienna austria dear excellencies ministers ambassadors academics distinguished delegates ladies and gentlemen first i would like to welcome you all to this venue here today to celebrate with us

remarks at rensselaer scholarship gala dinner program remarks - Oct 05 2022

web remarks at rensselaer scholarship gala dinner program remarks shirley ann jackson ph d president rensselaer polytechnic institute good evening and welcome to our second east coast rensselaer scholarship gala which will be followed by an historic performance by the rensselaer orchestra at the world renowned carnegie hall

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web jul 29 2023 1 welcome the audience using serious language for a formal occasion pick an appropriate greeting such as good evening ladies and gentlemen then welcome the audience to the event using a phrase such as it is my pleasure to welcome everyone to our beautiful venue tonight 1 keep the tone more serious if it s an important occasion

**speech delivered by the president of gcci at the gala dinner** - Jun 01 2022

web dec 5 2013 good evening and a hearty welcome to the chamber s signature event of the year our annual awards and gala dinner it is a momentous and considerable honor to address you this evening as we gather to honor the best in commerce and industry in 2013

speech to welcome guests to a gala dinner to celebrate ian templeton - Sep 04 2022

web jun 19 2019 it gives me great pleasure as speaker to welcome you here tonight to mark a very special occasion for a very special member of the parliamentary press gallery tonight is ian s night and it is fitting that his friends and family colleagues and associates contacts and tipsters are gathered here in the banquet hall at parliament to honour him

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web sep 16 2022 to generally welcome all the guests stating the name of the event and its host and to thank them for coming to give a brief introduction of the host the business organization family or person to give a brief introduction or

overview of the event to introduce the next speaker if appropriate

*speech by fs at lingnan university gala dinner 2021 english* - Dec 07 2022

web oct 28 2021 following is the speech by the financial secretary mr paul chan at the lingnan university lu gala dinner 2021 this evening october 28 andrew council chairman of lu mr andrew yao leonard president of lu professor leonard cheng augustine council deputy chairman of lu mr augustine wong distinguished guests

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web good evening and a warm welcome to our annual fundraising gala a roaring success a night for the liger we are delighted to have you all here tonight we are grateful for your unwavering support and dedication to preserving and protecting the magnificent liger a rare and fascinating creature

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web a sample welcome speech one less thing to worry about as you plan your amazing party celebration your guests will expect a welcome speech and they will be pleasantly surprised and grateful if you focus on the quality and not the quantity of your words

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web may 3 2022 welcome speech must address all the guests and the chief guests of the event if any thanking them for being present and giving the auspicious event their valuable attention make proper introductions of the chief guests and hosts along with the motive of the function to achieve more attention and appreciation

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web an event is anything from a house party to the speech given at an annual gala it can be given by a ceo a board chair or by any organizational ambassadors just follow these seven steps and make them your own

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web most of the gatherings and ceremonies are held with a purpose they are either planned events or spontaneous gatherings in both cases it is important to know how to organize such events we must prepare ourselves to conduct the event properly let us imagine that you are hosting a gathering

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web with the theme growing together the third annual gathering petronas gala dinner for gas customers 2019 was held at mandarin oriental hotel kuala lumpur on 1 november 2019 to celebrate our partnership and friendship that we ve built over the years

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web jun 13 2021 dinner 17 30 17 40 attendees are guided to their positions main hall from entrance 17 20 17 25 welcome

speech 17 25 minute of silence optional 17 05 17 20 attendees arrive at the entrance thank you

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web 8 50 p m vvipspeech to proceed with our ceremony i cordially invite the organizer of this event for his her speech and  
officially officiate tonight s dinner please welcome speech thank you mr ms for the warm opening speech just