



Outlook - Introduction

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The Outlook Screen

Working With Mail

- Creating A Simple Email Message
- Selecting Multiple Addresses
- Creating A Message With Options
- Setting A Priority
- Flagging A Message
- Setting Miscellaneous Message Options
- Creating A Signature Block
- Identifying Unread Messages
- Sorting Messages
- Rearranging Columns
- Reading Messages
- Deleting Messages
- Emptying The Deleted Items Folder
- Printing A Message
- Replying To A Message
- Forwarding A Message
- Working With Attachments
- Attaching A File To A Message
- Saving An Attachment
- Opening An Attachment
- HomeKey's Attachment Rules
- Recall/Resend A Message
- Recall A Message
- Resend A Message

Storing Messages

- Creating Folders
- Alternative Folder Creation Method:
- Adding Folder Shortcuts
- Moving A Message
- Renaming A Folder
- Deleting A Folder

Contacts

- Adding A Contact
- Sorting Contacts
- Deleting A Contact
- Creating A Mailing List
- Removing A Member From The List

Working With The Calendar

- Adding Appointments
- Detailed Appointment
- Moving An Appointment
- Deleting An Appointment
- Undeleting An Appointment
- Recurring Appointments
- Printing Your Schedule

Working With A Task List

- Editing A Task
- Completing Tasks
- Deleting Tasks