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Microsoft Outlook 2010 Quick Reference Card The Outlook 2010 Screen Navigation Pane contains mail-related folders like your Inbox, Sent Items, and Search Folders.

Outlook 2010 Basic Quick Reference - CustomGuide

To print from Microsoft Outlook 2010, first open the email you wish to convert. Select 'Print' from the 'File' menu and choose the printer named Win2PDF, and then click on the 'Print' button. You will then be presented with the Win2PDF file save window, and you can save the email as a PDF file.

How to Convert a Microsoft Outlook 2010 email to PDF

In Microsoft Outlook you can combine various lists into one, get reminders and track task progress. In Tasks , on the Home tab, in the New group, click New Task . Keyboard shortcut To create a new task, press CTRL+SHIFT+K.

Basic tasks in Outlook 2010 - Outlook - support.office.com

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Requires Microsoft Exchange 2010 and Microsoft Exchange Unified Messaging. 4 Outlook Web App, formerly known as Outlook Web Access, is available to Microsoft Exchange customers. 5 An appropriate device and Internet connection are required. Outlook Mobile 2010 is not included in Office 2010 applications, suites, or Office Web Apps.

Microsoft Outlook 2010 Product Guide

Converting Outlook 2010 email to a pdf How do I convert an email in Outlook 2010 to a PDF? I don't see the any built in feature. And my Acrobat Ver 9.0 doesn't work with Office 2010. ... On outlook 2010, I cannot find a simple way to convert an email, much less a group of emails, to a pdf. Microsoft has really blown it on this one.

Converting Outlook 2010 email to a pdf - Microsoft Community

Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder.). The next time that you want to view the shared Calendar, you can click it in the Navigation Pane.

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