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For help with any of the instructions below please contact the AIMS Help Desk at 265-6900 or email help@aims.wisc.edu
Creating a New Message

To Create a New E-mail message in Outlook 2010, on the Home tab click New Email and a new message window will pop-up as shown in Figure 1.

Addressing the Message

In Outlook 2010 there are three methods that can be used to address an email message. They are using the Address Book, using the Check Names or using AutoComplete.

Using the Address Book

1. Click on the To or the Address Book as shown in Figure 2.
2. The **Select Names** window will then open with the Global Address List displayed by default as shown in **Figure 3**.

![Figure 2](image2.png)

![Figure 3](image3.png)
3. Enter the contact (last name, first name), group, or distribution list name in the **Search** box or use the scroll bar to scroll through the list to find the contact. See **Figure 4**.

![Figure 4](image)

4. Click on the name to be selected and then click on the **To**, **Cc** or **Bcc** buttons as shown in **Figure 5**. Then click **OK** when done.

![Figure 5](image)
Using the Check Names Icon

1. In the To... field of a new e-mail message enter a name or partial name and click Check Names as shown in Figure 6.

![Figure 6](image)

2. If an exact match is found the name will appear underlined in the address box as shown in Figure 7. If multiple matches or other similar matches are found a window will open with the closest matches listed as shown in Figure 8. Select the name from the list or click Show More Names to search further.
Figure 7

Figure 8
Using AutoComplete

1. Start to type a name in the To field of a new message. AutoComplete will suggest possible matches based on sent mail history as shown in Figure 9. Click to select the name or press enter to enter the name in the To.. field.

Spell Checking the Message

1. In an open message click on the Review tab and select Spelling and Grammar as shown in Figure 10.
2. You can setup spell check to automatically check all messages before sending: go the **File** tab and select **Options**. Click **Mail** on the left hand side then check the box for **Always check spelling before sending**. See **Figure 11**.

![Figure 11](image)

### Signatures

You can create multiple signatures to add to outgoing email messages.

### Creating a Signature

1. On the main Outlook screen click the **File** tab then select **Options**. Click **Mail** on the left hand side of the Window and choose **Signatures**. See **Figure 12**.
2. The **Signatures and Stationery** Window will then open, click **New** as shown in **Figure 13**.
3. Enter a name for the signature and click **OK**. See *Figure 14.***

![Figure 14](image-url)

4. In the Edit Signature area as shown in *Figure 15* type the signature you would like.

![Figure 15](image-url)

5. The signature is used as the default on all email messages unless the options under **Choose default signature** are changed to none. See *Figure 16.***

![Figure 16](image-url)
Adding a Signature

1. When the default signature option is set to none, you will have to manually add a signature to the message. In a new email message click Signature and choose the correct signature as shown in Figure 17.

![Figure 17](image)

Attaching a File to a Message

1. Click Attach File, browse to the file to attach, select file and click Insert. See Figure 18.

![Figure 18](image)
Replying to a Message

1. Select the message in the **Inbox**. Click **Reply** or **Reply All** (reply all will send a reply to all recipients on a message). Enter the message in the message window, click **Send** when complete. See **Figure 19**.

![Figure 19](image-url)
Forwarding a Message

1. Select the message from the Inbox and click on Forward or with the message open click Forward. Enter the address for the message and click Send when finished. See Figure 20.

Printing a Message

1. With the message open click on the File tab and choose Print as shown in Figure 21.
Deleting a Message

1. With the message selected click **Delete** and the message will be sent to the deleted items folder. See **Figure 22**. To permanently delete a message without it going to the deleted items folder, with the message selected hold down the **Shift** key and then click **Delete**.

![Figure 22](image)

Searching for a Message

1. To search the **Inbox** for a message, click the **Inbox** on the left side then in the search box type a keyword or keywords that you are searching for. See **Figure 23**.

![Figure 23](image)