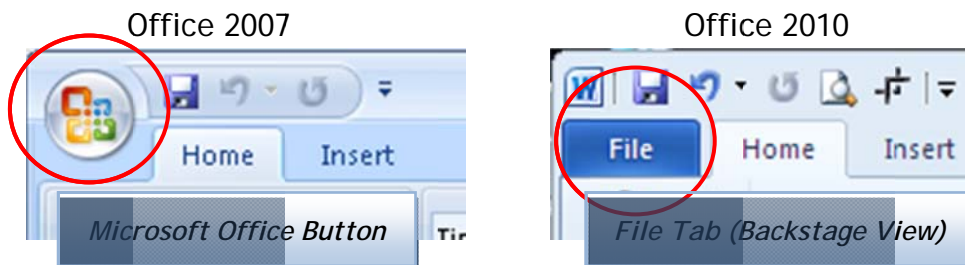
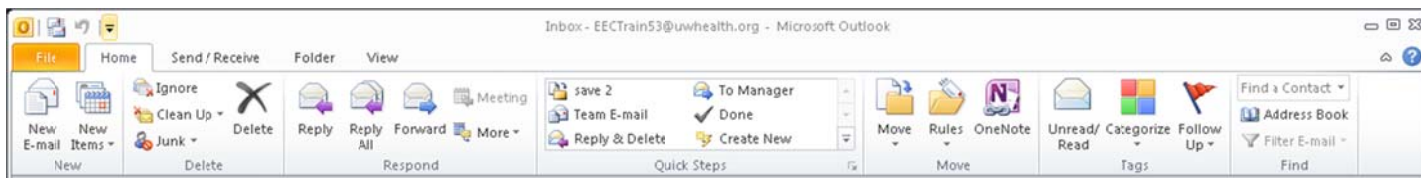


## Exploring the Ribbon

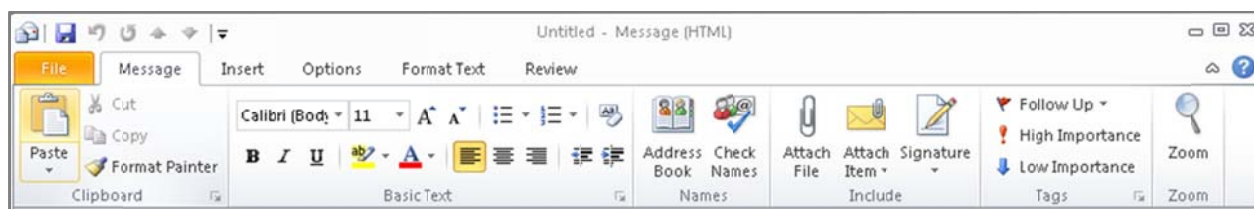
Outlook 2010 uses a similar Ribbon to the rest of the Microsoft Office 2010 suite. The biggest change from Office 2007 is replacement of the Microsoft Office Button with the File tab - also known as the Backstage View.



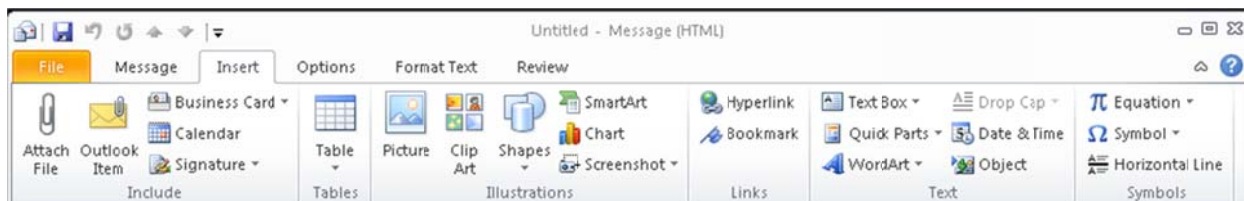
In Outlook 2010, the Home ribbon, which contains the most common commands, displays initially. When working with Mail, there are easy-to-find buttons to manage existing mailbox items, or create a new e-mail.



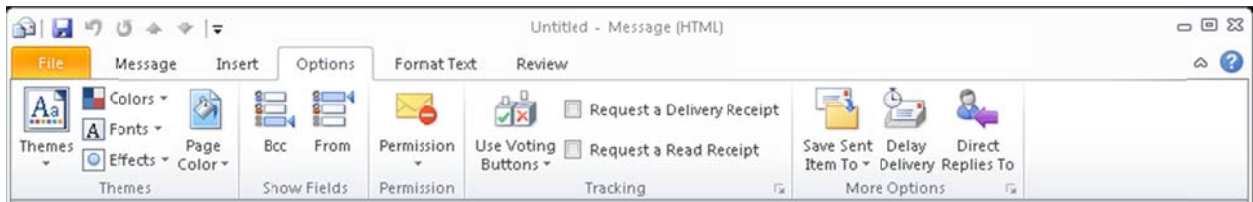
In a new message, this ribbon groups all the commands needed to put together a new e-mail. You'll find options to add formatting, find names in the address book, and include attachments or other items.



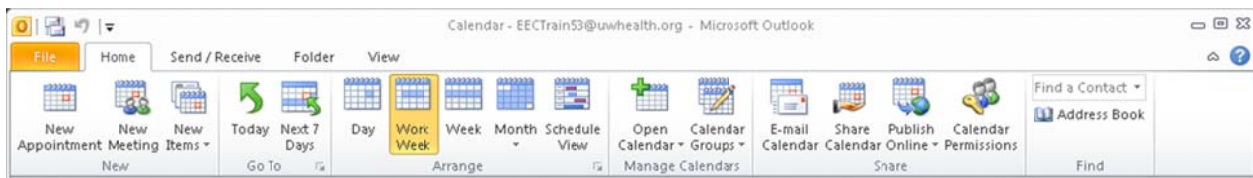
Similar to Word, the Insert tab makes it easy to add tables, pictures, screenshots and more.



The Options tab is where to look when you'd like to request notification your sent message has been received or read.

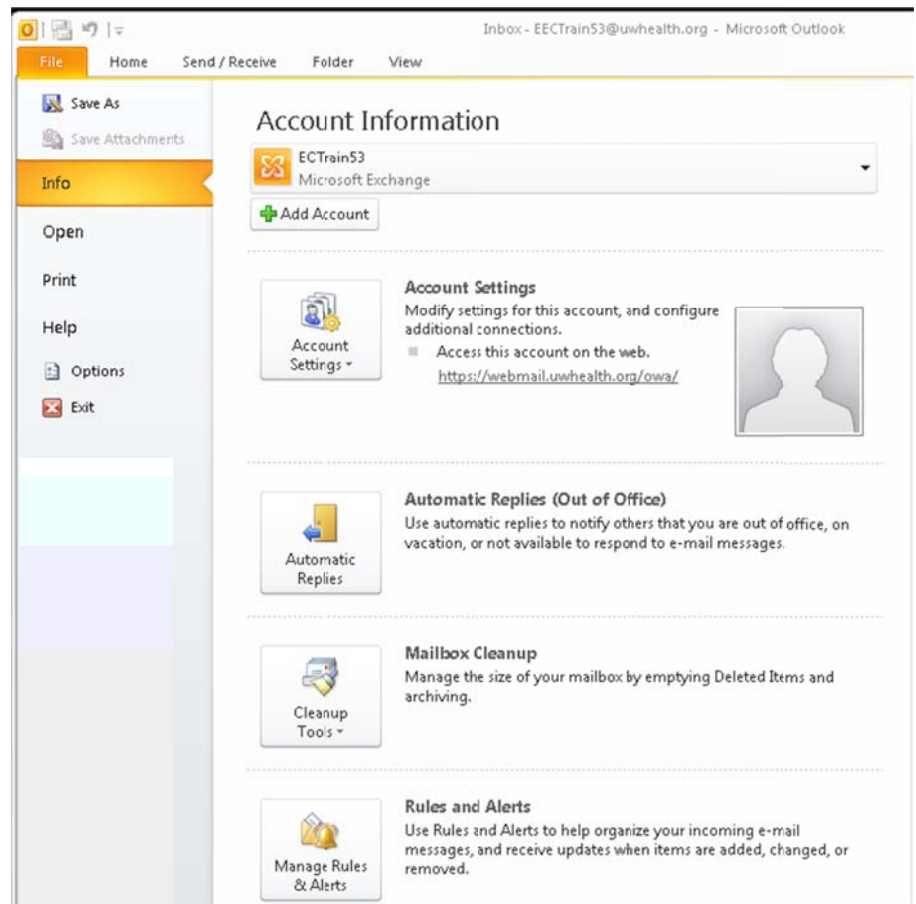


Switching to the Calendar updates the Home ribbon to display buttons to create new appointments and meeting requests, change the view or manage or share calendars.



You might have noticed at the beginning of the Ribbon is the File tab, which you'll sometimes hear referred to as the "Backstage" view.

This screen initially displays a summary of Account information, and options to set up Out of Office replies and manage rules and alerts.



When it comes to printing, Outlook 2010 conveniently puts all the options you need in one place, starting with a preview of the item to be printed.

From here you can select and adjust printer properties, control printer settings and manage the page setup.

And of course, just click the big button to print.

At the bottom of the File menu is Help, Options and an Exit button.

Keep in mind clicking the Exit button will close Outlook.

To exit just the Backstage view and return to the previous tab, click the ESC key or the File tab.

