

Outlook Options and Features	
Default message format	<p>Outlook 2007: Tools-> Options...-> tab Mail Format</p> <p>Outlook 2010: File-> section Options-> section Mail-> group Compose messages...</p>
Signatures (define)	<p>Outlook 2007: Tools-> Options...-> tab Mail Format-> button Signatures...</p> <p>Outlook 2010: File-> section Options-> section Mail-> button Signatures...</p>
Mark as Read behavior	<p>Outlook 2007: Tools-> Options...-> tab Other-> button Reading Pane...</p> <p>Outlook 2010: File-> section Options-> section Advanced-> button Reading Pane...</p>
Print Options	<p>Outlook 2007: File-> Page Setup/Print... (main Outlook window)</p> <p>Outlook 2007: Office Logo-> Print (opened item)</p> <p>Outlook 2010: File-> Print</p>
Advanced Find	<p>Outlook 2007: Tools-> Instant Search-> Advanced Find...</p> <p>Outlook 2010: Click in the Instant Search field-> the Search tab appears-> Search Tools-> Advanced Find</p>
Startup Folder	<p>Outlook 2007: Tools-> Options...-> tab Other-> button Advanced Options...-> Startup in this folder</p> <p>Outlook 2010: File-> section Options-> section Advanced-> option group: Outlook start and exit-> Start Outlook in this folder</p>
Tracking Options	<p>Outlook 2007: Tools-> Options...-> tab Preferences-> button E-mail Options...-> button Tracking Options</p> <p>Outlook 2010: File-> section Options-> section Mail-> option group: Tracking</p>
Macros	<p>Outlook 2007: Tools-> Macro-> Macros...</p> <p>Outlook 2010: tab Developer-> section Code-> button Macros</p>
International Options (encoding)	<p>Outlook 2007: Tools-> Options...-> tab Mail Format-> button International Options...</p> <p>Outlook 2010: File-> section Options-> section Advanced-> option group: International Options...</p>
Mail Account Settings	<p>Outlook 2007: Tools-> Account Settings...-> tab tab E-mail</p> <p>Outlook 2010: File-> section Info-> button Account Settings-> Account Settings...-> tab E-mail</p>

(add/remove/edit account)	
Mailbox Cleanup	<p>Outlook 2007: Tools-> Mailbox Cleanup Outlook 2010: File-> section Info-> button Cleanup Tools-> Mailbox Cleanup...</p>
AutoArchive	<p>Outlook 2007: Tools-> Options-> tab Other-> button AutoArchive... Outlook 2010: File-> section Options-> section Advanced-> button AutoArchive Settings...</p>
Archive	<p>Outlook 2007: File-> Archive... Outlook 2010: File-> section Info-> button Mailbox Cleanup-> Archive...</p>
Empty Deleted Items (upon exit)	<p>Outlook 2007: Tools-> Options...-> tab Other-> option: Empty Deleted Items folder upon exiting Outlook 2010: File-> section Options-> section Advanced-> option group: Outlook start and exit-> Empty Deleted Items folders when exiting Outlook</p>
Field Chooser	<p>Outlook 2007: Right click a column-> Field Chooser (single line layout) Outlook 2007: Right click a column-> Custom...-> Fields... (multi line layout) Outlook 2010: Right click a column-> Field Chooser (single line layout) Outlook 2010: Right click a column-> View Settings...-> Columns... (multi line layout)</p>
AutoPreview	<p>Outlook 2007: View-> AutoPreview Outlook 2010: tab View-> button Change View-> Preview (this view has the Reading Pane turned off by default)</p>
Organize	<p>Outlook 2007: Tools-> Organize... Outlook 2010: tab View-> button View Settings-> button Conditional Formatting</p>
Define Views	<p>Outlook 2007: View-> Current View-> Define Views... Outlook 2010: tab View-> button Change View-> Manage Views...</p>
Reading Pane (enable/disable, position right/bottom)	<p>Outlook 2007: View-> Reading Pane-> ... Outlook 2010: tab View-> Reading Pane-> ...</p>
Out of Office Assistant	<p>Outlook 2007: Tools-> Out of Office Assistant Outlook 2010: File-> section Info-> button Automatic Replies</p>

Delegates	<p>Outlook 2007: Tools-> Options...-> tab Delegates Outlook 2010: File-> button Account Settings-> Delegate Access</p>
Recover Deleted Items	<p>Outlook 2007: Tools-> Recover Deleted Items... Outlook 2010: tab Folder-> section Cleanup-> button Recover Deleted Items</p>
Add secondary mailbox	<p>Outlook 2007: Tools-> Account Settings...-> tab E-mail-> select your Exchange account-> button Change...-> button More Settings...-> tab Advanced-> button Add... Outlook 2010: File-> section Info-> button Account Settings-> Account Settings...-> tab E-mail-> select your Exchange account-> button Change...-> button More Settings...-> tab Advanced-> button Add...</p>
Open Folder from Other User	<p>Outlook 2007: File-> Open-> Other User's Folder... Outlook 2010: File-> section Open-> button Other User's Folder</p>
Send/Receive Settings	<p>Outlook 2007: Tools-> Options...-> tab Mail Setup-> button Send/Receive... Outlook 2010: File-> section Options-> section Advanced-> button Send/Receive...</p>
New Email Alerts	<p>Outlook 2007: Tools-> Options-> tab Preferences-> button E-mail Options...-> button Advanced E-mail Options...-> option group: When new items arrive in my Inbox Outlook 2010: File-> section Options-> section Mail-> option group: Message arrival</p>
Rules and Alerts	<p>Outlook 2007: Tools-> Rules and Alerts... Outlook 2010: tab Home-> section Move-> button Rules-> Manage Rules & Alerts...</p>
Change message format; HTML/Plain Text/Rich Text	<p>Outlook 2007: Ribbon-> tab Options Outlook 2010: Ribbon-> tab Format Text</p>
From and BCC field (enable/disable)	<p>Outlook 2007: Ribbon-> tab Options Outlook 2010: Ribbon-> tab Options</p>
Resize picture attachments	<p>Outlook 2007: tab Message-> section Include-> button Attach File...-> after attaching: expand icon on Include Outlook 2010: File-> section Info</p>

Message Options (composing)	<i>Outlook 2007: tab Options-> section More Options-> expand icon Outlook 2010: tab Options-> section More Options-> expand icon</i>
Message Options (reading) (message header)	<i>Outlook 2007: tab Message-> section Options-> expand icon Outlook 2010: File-> Properties</i>
Save Attachments (all)	<i>Outlook 2007: File-> Save Attachments Outlook 2010: File-> Save Attachments</i>
New message with stationery (start from main Outlook window)	<i>Outlook 2007: Actions-> New Mail Message Using-> More Stationery... Outlook 2010: tab Home-> section New-> button New Items-> E-mail Message Using-> More Stationery...</i>
Signatures (insert)	<i>Outlook 2007: tab Message-> button Signature Outlook 2010: tab Message-> button Signature</i>
Do not AutoArchive	<i>Outlook 2007: File-> Properties Outlook 2010: File-> Properties (or press ALT+ENTER for the old dialog)</i>