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Sending e-mail has never been easier than it is in Outlook 2010. Now that the Ribbon interface has been added to Outlook, you'll find all the Outlook features you've come to love, plus many new ones. Use the handy Outlook 2010 For Dummies Cheat Sheet to orient yourself with Outlook's new look and feel. There's also a helpful table of Outlook shortcut keys.

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Outlook 2010 makes managing your e-mail easier than ever. With the addition of the Ribbon interface to Outlook, you'll find all the Outlook features you've come to love, plus many new ones. Use this handy Cheat Sheet to explore Outlook's new look and feel and better manage your e-mail as well as your appointments and To-Do items.

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VIDEO ON THIS PAGE follow the instructions given in Using Outlook 2010 & 2007 for the first time 3. Once Outlook starts, the opening screen should look similar to below: 1 . 2 Using the Calendar The Calendar is one of the most useful areas within Outlook. You can use it to keep track of both

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