

Microsoft Outlook 2010 Differences

Function	Outlook 2007	Outlook 2010
Print	Printer icon	File tab > Print
Move an Email	Move icon	Home > Move
Find	Find icon	Home > Find > FilterEmail > More Filters Keyboard Shortcut: CTRL-E
Out of the Office	Tools > Out the Office Assistant	File tab > Automatic Replies
Mailbox Cleanup	Tools > Empty "Deleted Items" Folder	File tab > Cleanup Tools
Email Signature	Tools > Options > Mail Format > Signatures...	File tab > Options > Mail > Signatures
Fonts/Colors	Tools > Options > Mail Format > Stationery and Fonts...	File tab > Options > Mail > Stationery and Fonts...
Create Distribution List	File > New > Distribution List	Address Book > File > New Entry
Edit Distribution List	Tools > Address Book	Address Book > Contacts

URL:

<http://www.screenr.com/cY1s>