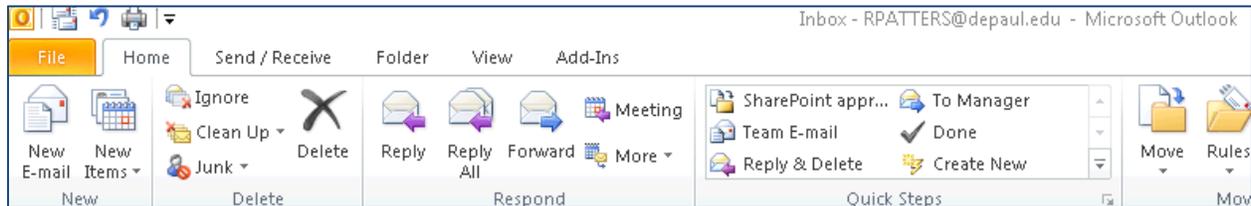


What's New in Outlook 2010?

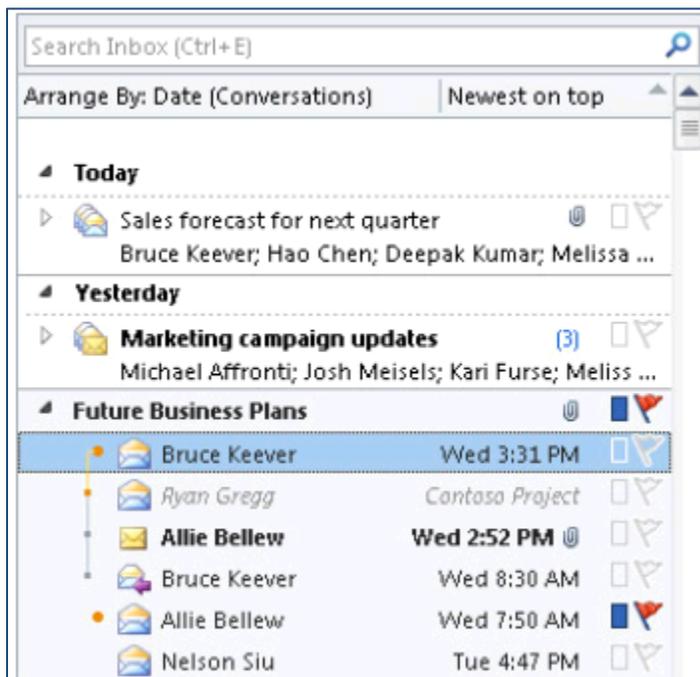
Highlights features new to Outlook, when you upgrade to Office 2010

New Ribbon Bar Interface



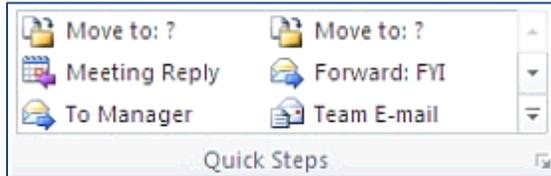
The ribbon bar is now part of the Outlook 2010 interface. It was introduced with the MS Office 2007 in the Excel, PowerPoint and Word applications. It replaces the old style tab interface with a new workflow based set of icons. The user will find most commonly used functions at the left of the bar.

Conversation View



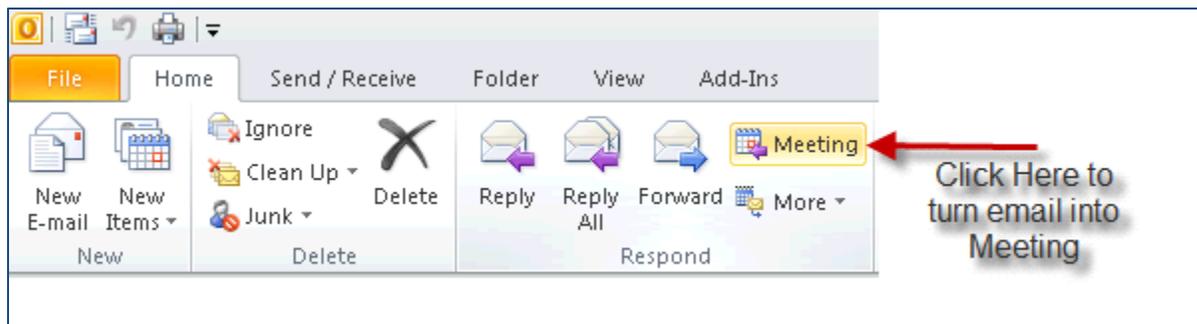
The conversation view improves managing related messages; it gives the complete view of received messages in your inbox along with your responses from the Sent folder. The user can see the complete course of the conversation, find the most recent responses, and more easily determine the message most important. The messages are arranged by the time the last response is received. There is no more searching for the various parts of the conversation. It also gives you the ability to clean up redundant parts.

Quick Steps



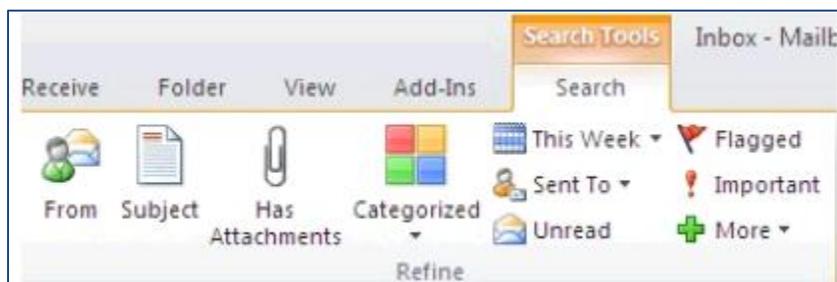
Turn commands and procedures that you use most often into one click. You can customize the default Quick Steps, and create your own buttons that combine your frequent actions.

Turn an email into a Meeting Request



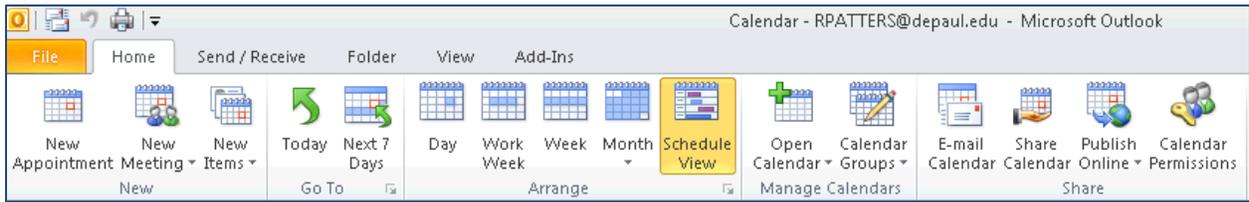
When you receive an email, you can schedule a meeting directly with the sender or group of senders. Just click on the Meeting icon as shown above. The Meeting Request interface will open up and use to schedule time and place.

Improved Search



Search now opens up a contextual tool bar that helps you filter the search easily. All of the options are now in one place.

Calendars



The new ribbon interface makes it easier to manage your calendar. From the Home tab, you can send Appointments or Meeting Requests, arrange your calendar view and access common tasks.

Schedule View

Schedule view gives you an easy way to check what is going on among the team members you might want to schedule an meeting.

