

From 1st May 2022, our Microsoft Outlook 2010 will cease to function. We will be using Outlook 365 and this Quick Reference Guide is to help you identify the main changes from the old system to the new 365.

Contents

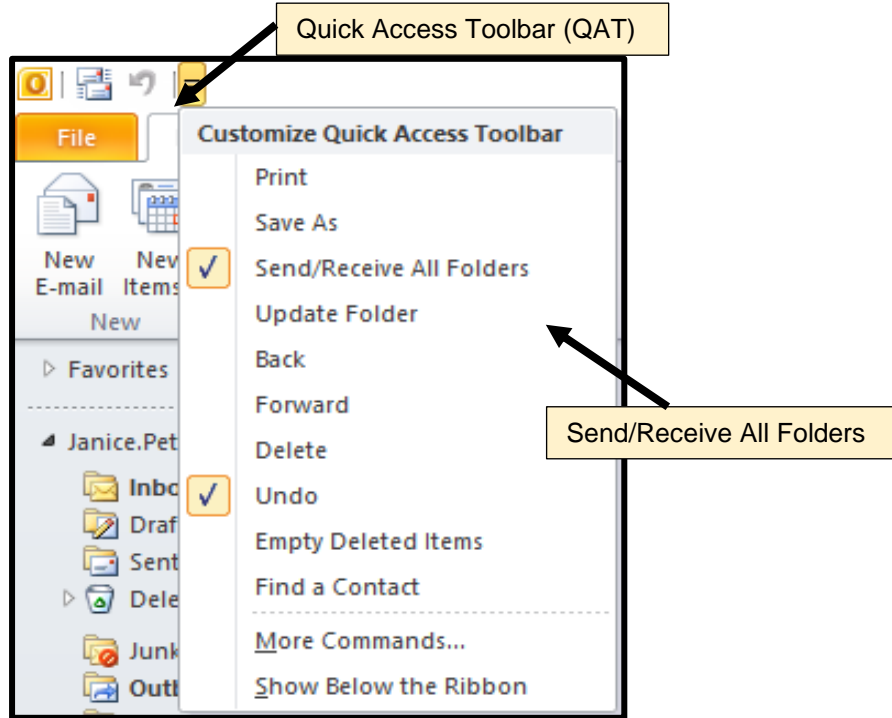
Quick Action Toolbar – Send/Receive	2
Clean Up Tools.....	3
Import/Export.....	4
Checking for Updates	5
Help	6

Quick Action Toolbar – Send/Receive



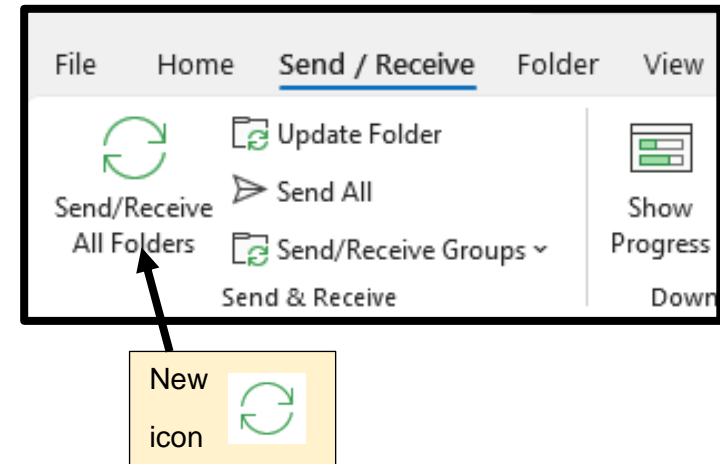
Outlook 2010

Accessed via **File Tab**



Outlook 365

Accessed via **Send/Receive Tab on the Ribbon**



Clean Up Tools



Outlook 2010

Accessed via **File Tab**

The screenshot shows the Outlook 2010 File tab interface. On the left is a ribbon with options: Save As, Save Attachments, Info, Open, Print, Help, Options, and Exit. The 'Info' tab is selected and highlighted in yellow. A callout box labeled 'File>Info' points to this tab. The main content area displays an 'Upgrade in Progress' message, an 'Upgrade Outlook Connector' button, 'Account Settings', 'Automatic Replies (Out of Office)', and 'Mailbox Cleanup'. A callout box labeled 'Clean Up Tools' points to the 'Mailbox Cleanup' section.



Outlook 365

Accessed via **File**

The screenshot shows the Outlook 365 File menu. The 'Info' tab is selected and highlighted in blue. A callout box labeled 'Info' points to this tab. The menu items include: Open & Export, Save As, Save Attachments, Print, Account Settings, Automatic Replies, Mailbox Settings, Mailbox Cleanup..., and Empty Deleted Items Folder. A callout box labeled 'Tools' points to the 'Tools' icon in the Mailbox Settings section.

Import/Export



Outlook 2010

Accessed via **File Tab**

The screenshot shows the Outlook 2010 File tab. The ribbon includes Home, Send / Receive, Folder, View, and Add-Ins. The File menu is open, showing options: Save As, Save Attachments, Info, Open (highlighted), Print, Help, Options, and Exit. The Open menu is expanded, showing: Open Calendar (Open a calendar file in Outlook (.ics, .vcs)), Open Outlook Data File (Open an Outlook data file (.pst)), Import (Import files, settings, and RSS Feeds into Outlook.), and Other User's Folder (Open a folder shared by another user.).

Annotations: A callout box labeled "File>Open" points to the Open menu. A callout box labeled "Import" points to the Import option in the Open menu.



Outlook 365

Accessed via **File**

The screenshot shows the Outlook 365 File menu. The ribbon includes Info, Open & Export, Save As, Save Attachments, and Print. The Open & Export menu is open, showing: Open Calendar (Open a calendar file in Outlook (.ics, .vcs)), Open Outlook Data File (Open an Outlook data file (.pst)), and Import/Export (Import or export files and settings.).

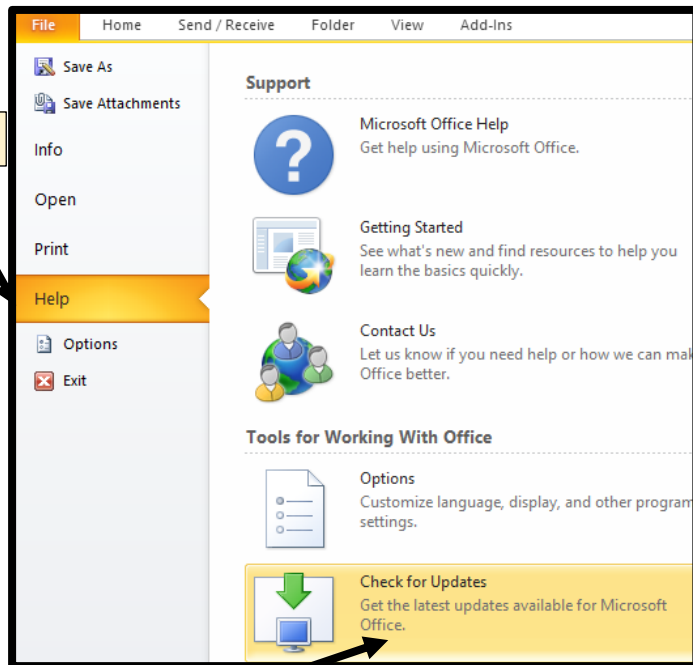
Annotations: A callout box labeled "Open & Export" points to the Open & Export menu. A callout box labeled "Import/Export" points to the Import/Export option in the Open & Export menu.

Checking for Updates



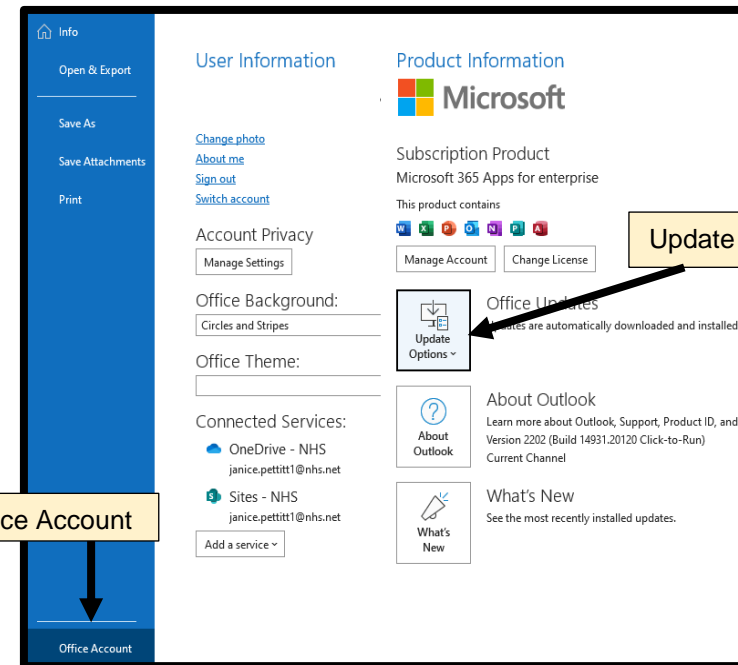
Outlook 2010

Accessed via **File Tab**



Outlook 365

Accessed via **File**

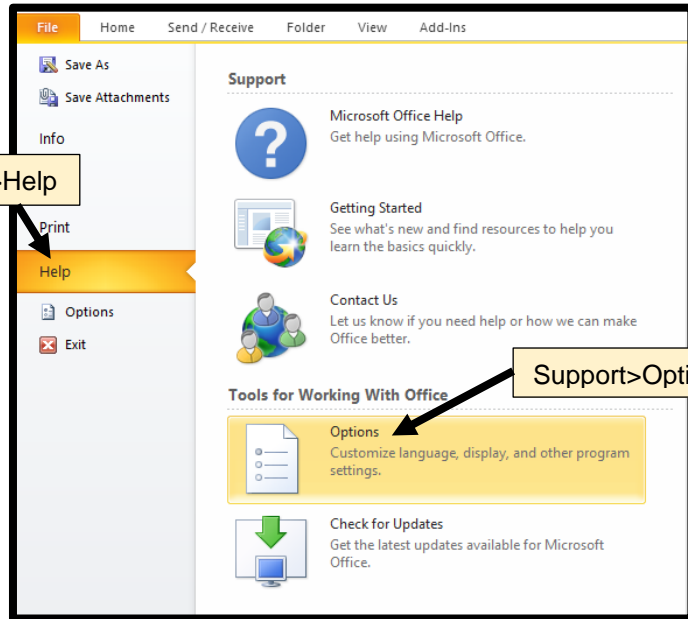


Help



Outlook 2010

Accessed via **File Tab**



Outlook 365

Accessed via **Help tab on the Ribbon**

