

1. Manage multiple e-mail accounts from one place.

You can easily manage e-mail messages from multiple mailboxes. Synchronize multiple e-mail accounts from services such as Hotmail, Gmail, or just about any other provider to Outlook 2010. Improved connectivity with Microsoft Exchange Server supports the use and management of multiple Exchange Server e-mail accounts in one location.

2. Manage large volumes of e-mail with ease.

Conversation View in Outlook 2010 improves the tracking of e-mail conversations—reducing information overload—and helps you manage large amounts of e-mail with ease. Entire conversations can be condensed or categorized with a single click. And, new conversation management tools enable you to save valuable inbox space by turning dozens of e-mails into just a few conversations using the Clean Up feature. Or, use the Ignore feature to send the entire conversation to your Deleted Items.

Here's how to start harnessing the power of Conversation View: On the View tab, in the Conversations group, select Show as Conversations.



3. Customize common tasks into single-click commands.

Create and save custom actions in a new way with Quick Steps in Outlook 2010. You can save time by creating and defining multistep tasks that you can execute with a single click, including reply and delete, move to a specific folder, create a new e-mail to assigned groups, and more.



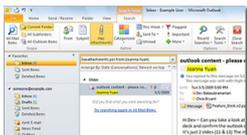
4. Make scheduling a breeze.

Conveniently and efficiently schedule appointments, share your calendar availability and manage your work schedule. With the E-mail Calendar feature, you can send your schedule to others so they can quickly find time for your next appointment. And, the new Schedule View provides a horizontal display of multiple calendars. New calendar management tools enable you to save frequently used groups of calendars so they can be quickly redisplayed whenever you need them.



5. Search to easily find what you're looking for.

With Outlook 2010, you can easily sort through high volumes of data. The enhanced Search Tools provide you with ways to quickly find and manage large quantities of e-mail, calendar, and contact items.



6. Create e-mail messages that capture attention.

Dynamic graphics and picture editing tools are not just for Word and PowerPoint anymore. With Outlook 2010, you can grab your readers' attention by using compelling visuals such as prebuilt SmartArt™ graphics, Office themes, and Styles. You also can more easily bring your ideas across to your readers by inserting and formatting screenshots in Outlook.



7. Stay connected to your social and business networks.

Outlook 2010 is your hub for friends, family, and colleagues. Use Outlook Social Connector to get additional information about people, such as mutual friends and other social information, while staying better connected to your social and business circles.¹



8. Ensure that your e-mail messages get to the intended audience.

For business users, sending unnecessary e-mail messages to out-of-office contacts, accidentally replying to a large distribution list, or distributing confidential information outside the company are frequent concerns. With the new MailTips feature, you're alerted when you are about to send e-mail to a large distribution list, to someone who is out of the office or to individuals outside the organization.²



9. Receive voice mail previews in your inbox.

With Outlook 2010 and new technology in Exchange Server 2010, a voice-to-text preview of a recorded voice message is sent along with the voice mail recording directly to your inbox. Access your messages virtually anywhere using your computer, Microsoft Outlook Mobile, or Microsoft Outlook Web App.³

10. Initiate live conversations from Outlook.

Keep in touch with your contacts. By using Office Communicator, or your instant messaging application, Outlook 2010 provides presence and status information for those on your buddy or

contact list.⁴ Hover over a name, see their availability and then easily initiate a conversation directly through instant messaging. With Office Communicator, you can start a voice call without leaving Outlook.



¹ Requires either SharePoint Server 2010 or a Windows Live account.

² Exchange Server 2010 and IT staff administration is required for setup.

³ An appropriate device, Internet connection and supported Internet Explorer, Firefox or Safari browser are required. Outlook Mobile 2010 is not included in Office 2010 applications, suites or Web Apps but will be pre-installed on Windows phones (Windows Mobile 6.5 or later) when Microsoft Office 2010 is publicly available. The Outlook Web App will be available to Microsoft Exchange customers.

⁴ Instant messaging and presence requires one of the following: Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2; Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.