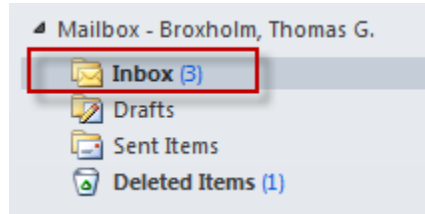


# OUTLOOK 2010









## Instructional Steps

### Selecting multiple files or copying, moving, or deletion

1. Choose the folder that have the file that you wish to work with.











2. To select a group of files or e-mail messages that are altogether click on the very first file or e-mail message.

	Broad Perna	Re: helpp	Sun 2/21/2010 9:51 PM	10 KB
	Margery Meadows	RE: New Online training module	Fri 2/19/2010 9:45 AM	16 KB
	Margery Meadows	RE: Windows installation disk	Fri 2/19/2010 9:14 AM	18 KB
	Margery Meadows	RE: Windows installation disk	Thu 2/18/2010 9:26 PM	17 KB
	Margery Meadows	RE: Windows installation disk	Thu 2/18/2010 9:23 PM	17 KB
	Erica Government	mr. tom	Thu 2/18/2010 7:08 PM	5 KB
	Richard Escalambre	Fwd: SEMA Scholarship Deadline Quickly Appr...	Thu 2/18/2010 7:36 AM	23 KB
	Jerry Salazar	RE: certificates	Wed 2/17/2010 9:18 PM	17 KB

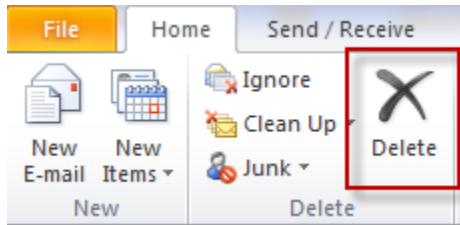
3. Press and hold the shift key on your keyboard, then click on the very last file or e-mail message that is within the group of messages you wish to manipulate.



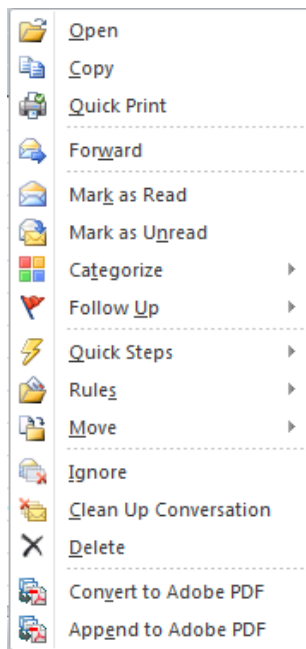
4. The entire group of e-mail messages will be highlighted between the first and last selection.

	Broad Perna	Re: helpp	Sun 2/21/2010 9:51 PM	10 KB
	Margery Meadows	RE: New Online training module	Fri 2/19/2010 9:45 AM	16 KB
	Margery Meadows	RE: Windows installation disk	Fri 2/19/2010 9:14 AM	18 KB
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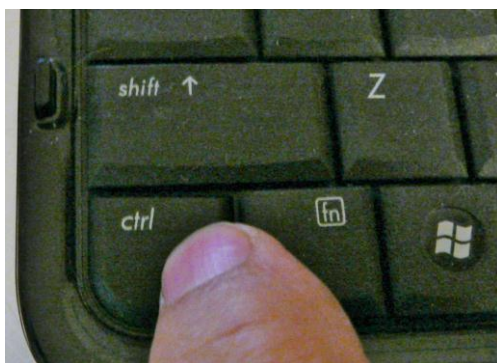
- To delete these messages click the delete button is located on home ribbon.



- Using the right mouse button click within these highlighted messages bring up a context menu with many options including open, copy, and delete.



- An alternate method to select multiple e-mail messages that are not grouped together is to hold down the control key as you select each message.



- You can now apply the same end result using the delete key or the right mouse click and the context menu options.

	Srisupatpongsa, Kanjana	RE: SKY B1 Admin. Copier Machine Information	Fri 2/26/2010 8:31 AM	31 KB	
	@ Broxholm, Thomas G.	A140E Fill in the blank after overhaul exercise.d...	Fri 2/26/2010 6:18 AM	33 KB	
		Re: helpp	Thu 2/25/2010 4:37 PM	8 KB	
		Re: helpp	Wed 2/24/2010 7:05 PM	8 KB	
		pay boosted	Wed 2/24/2010 3:07 PM	27 KB	
		Re:	Wed 2/24/2010 2:56 PM	16 KB	
			Wed 2/24/2010 7:48 AM	14 KB	
		Showpower 2010 Invite	Wed 2/24/2010 4:01 AM	20 KB	
		Instructors Re: March 4th Day of Action to stop...	Mon 2/22/2010 1:33 PM	42 KB	
		Re: helpp	Sun 2/21/2010 9:51 PM	10 KB	
		RE: certificates	Wed 2/17/2010 9:18 PM	17 KB	
		Fwd: ASCCA Chapter 23   Newsletter and Upco...	Wed 2/17/2010 7:16 AM	312 KB	
		Job openings for your students	Tue 2/16/2010 10:48 AM	28 KB	
		RE: Clean air car 1	Thu 2/11/2010 1:51 PM	12 KB	
		Re: New web assignment from Tom	Thu 2/11/2010 12:01 PM	15 KB	
		Change Made to AUTO Apprenticeship Class	Thu 2/11/2010 9:57 AM	41 KB	
		RE: Case #00160306: Within my 15 slide PowerP...	Mon 2/8/2010 11:57 PM	12 KB	
		Re: Tool Fair	Mon 2/8/2010 11:20 PM	27 KB	
		New Online training module	Mon 2/8/2010 9:57 PM	12 KB	
		New web assignment from Tom	Mon 2/8/2010 9:57 PM	12 KB	