

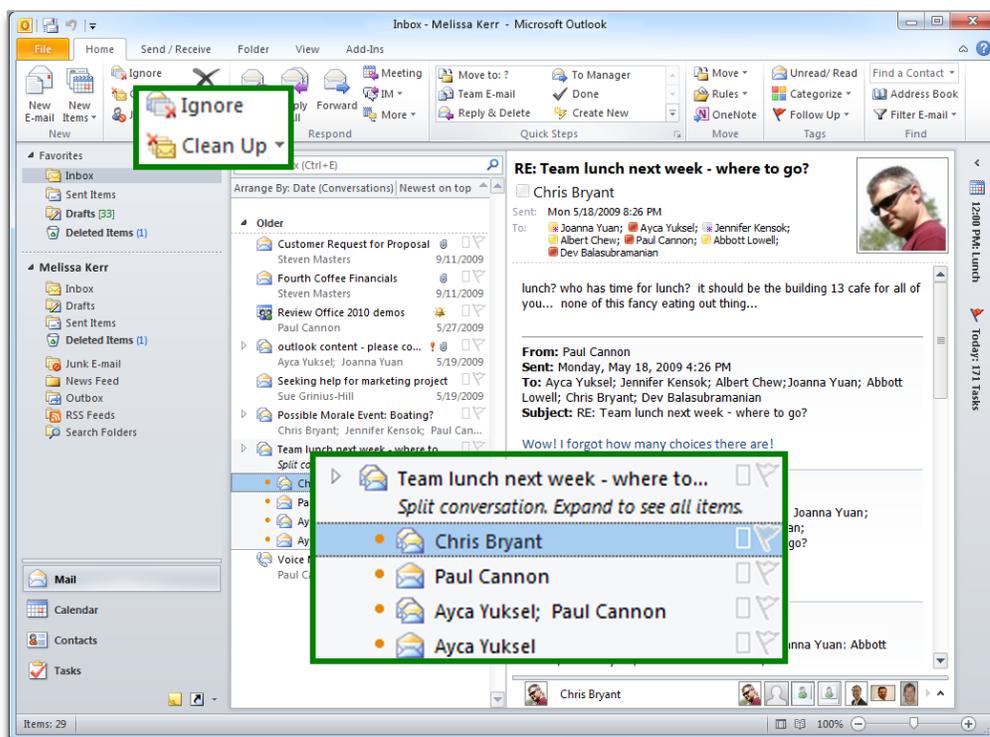
Outlook 2010 Features & Benefits

Microsoft® Outlook® 2010 offers premium business and personal e-mail management tools to more than 500 million Microsoft Office users worldwide. With the release of Outlook 2010, you get a richer set of experiences to meet your communication needs at work, home, and school. From a redesigned look to advanced e-mail organization, search, communication, and social networking features, Outlook 2010 provides you with a world-class experience to stay productive and in touch with your personal and business networks.

Save time viewing, creating, and managing your e-mail.

Think about how much e-mail you receive in a typical week today versus a typical week five years ago. We've redesigned Outlook 2010 to reflect these changes in your lifestyle and help keep up with the vast amounts of information you receive every day.

- Manage large amounts of e-mail with ease. Condense, categorize, or even ignore entire conversations with a few clicks. With new conversation management tools and the improved Conversation View, dozens of messages can turn into a few relevant items. Gain control over your e-mail and get more time back in your day.



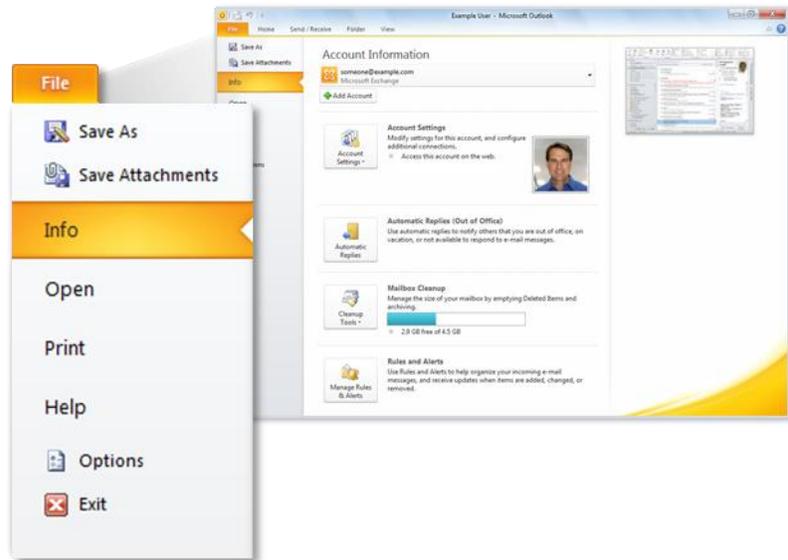
- ▶ **Start harnessing the power of Conversation View!** On the **View** tab, in the **Conversations** group, select **Show as Conversations**.

- Send the right information to the right people and respond to e-mails rapidly. MailTips¹ instantly alert you to potential distribution issues and Quick Steps take the multi-stepped tasks you perform most down to just a single click.

Get easier access to the right tools, at the right time.

Locate the commands you need when you want them and where you want them.

- The improved Ribbon, now available across Outlook 2010, makes it easy to uncover more commands so you can focus on the end product rather than how to get there.
- Easily configure new and existing accounts, clean up your inbox, and visually see how much space is left in your mailbox if it's restricted by size. These are just a few of the many features available from the new Microsoft Office Backstage™ view. Backstage view replaces the traditional File menu across the Office 2010 applications to provide a centralized, organized space to manage your accounts and customize your Outlook experience.



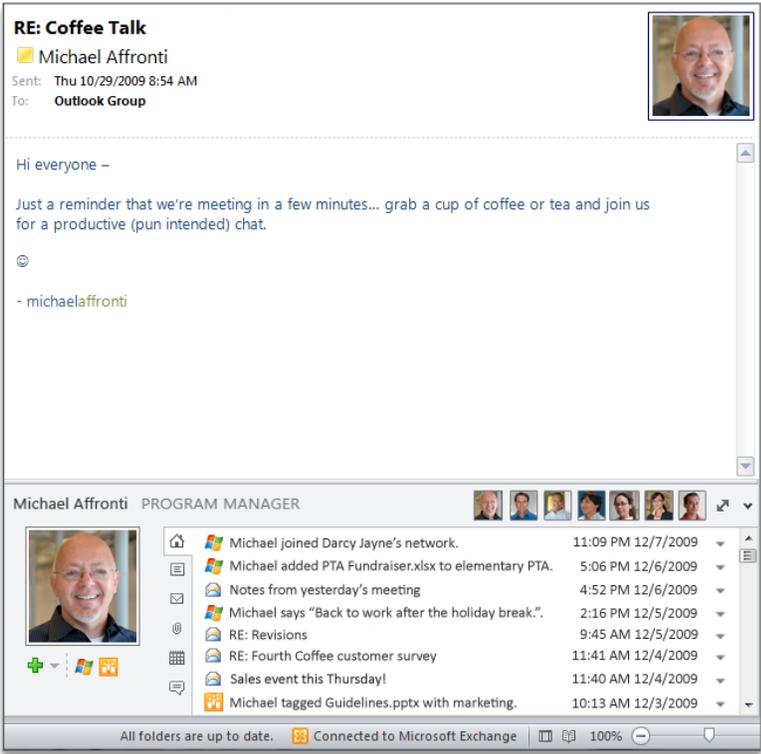
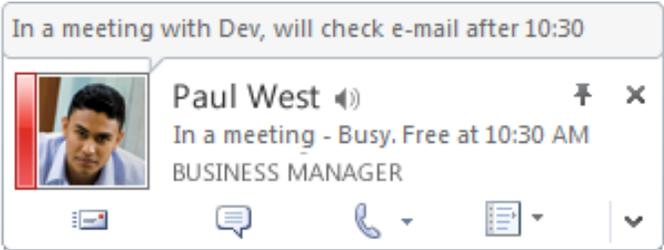
Connect with people, connect your e-mail accounts, and stay up to date.

Whether you're managing a team or organizing a family event, it's important to stay connected to people inside and outside your office or home. Outlook 2010 brings together various e-mail and communication networks so that staying connected with the people you care about is fast, simple, and fun.

- Connect multiple Microsoft Exchange Server mailboxes in a single Outlook profile or accounts from services such as Windows Live™ Hotmail®, Gmail, or almost any other provider to Outlook 2010 and easily manage them from a single, centralized view.²

¹ Microsoft Exchange Server 2010 is required for MailTips and must be enabled by an Exchange administrator.

- Manage your schedule stress-free using the new Schedule View. View multiple Outlook calendars, such as a shared Exchange calendar or a calendar published on Office.com, in a streamlined horizontal display.
- View the availability of a person and instantly reach out to them using a variety of communication methods—all on a new easy-to-access contact card.³
- The all-new Outlook Social Connector (OSC) connects you to the social and business networks you use, including Microsoft SharePoint® 2010 or Windows Live.⁴ Even connect to or other popular third-party sites, such as Facebook, LinkedIn, and MySpace. Get more information and stay in touch with the people in your network without leaving Outlook.⁵



² Window Live Hotmail accounts require the Outlook Hotmail Connector, available as a free download.

³ 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.

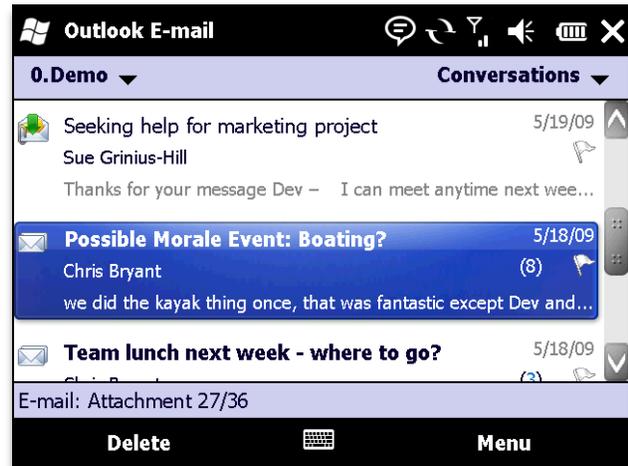
⁴ Microsoft Office Professional Plus 2010 is required to view SharePoint 2010 My Site social data.

⁵ Connecting to a third-party social network requires an add-in provided by that social network. In most cases, usage of that social network requires you to be subject to the terms and conditions of the provider.

Access your vital information anywhere, anytime.

Check e-mail anywhere and quickly locate those important addresses and phone numbers when you need them. Now you can stay connected to your work and personal connections by taking the new Outlook experience with you. It's easy to keep on top of things while you're on the go.

- Microsoft Outlook Web App:** Stay up to date and in touch. View your email messages, contacts, and calendar events stored on Exchange Server using a Web browser.⁶
- Microsoft Outlook Mobile 2010:** Sync Outlook 2010 with an enhanced mobile version of Outlook specifically suited to your Windows® phone.⁷ No desktop required. When connected to Exchange Server 2010, use Conversation View and save time by combining related messages that can be moved, flagged for follow-up, or deleted in just a few taps.



Manage your inbox, schedule, and contacts with ease, connect to various e-mail and social networks and obtain anywhere access to your information. Outlook 2010 helps you stay connected and in touch with your world at work, at home, virtually anywhere.

⁶ Outlook Web App, formerly known as Outlook Web Access, is available to Microsoft Exchange customers. An Internet connection and supported browser, such as Windows® Internet Explorer® 7 for Windows, Safari 4 or later for Mac, and Firefox 3.5 or later for Windows, Mac, or Linux are required.

⁷ An appropriate device and Internet connection are required. Outlook Mobile 2010 is not included in Office 2010 applications, suites, or Web Apps. Outlook Mobile 2010 comes pre-installed on Windows phones (Windows Mobile® 6.5 or later) and will be the default e-mail client at the general availability of Microsoft Office 2010. There are some differences between the features of Outlook Web App, Outlook Mobile 2010, and Outlook 2010.