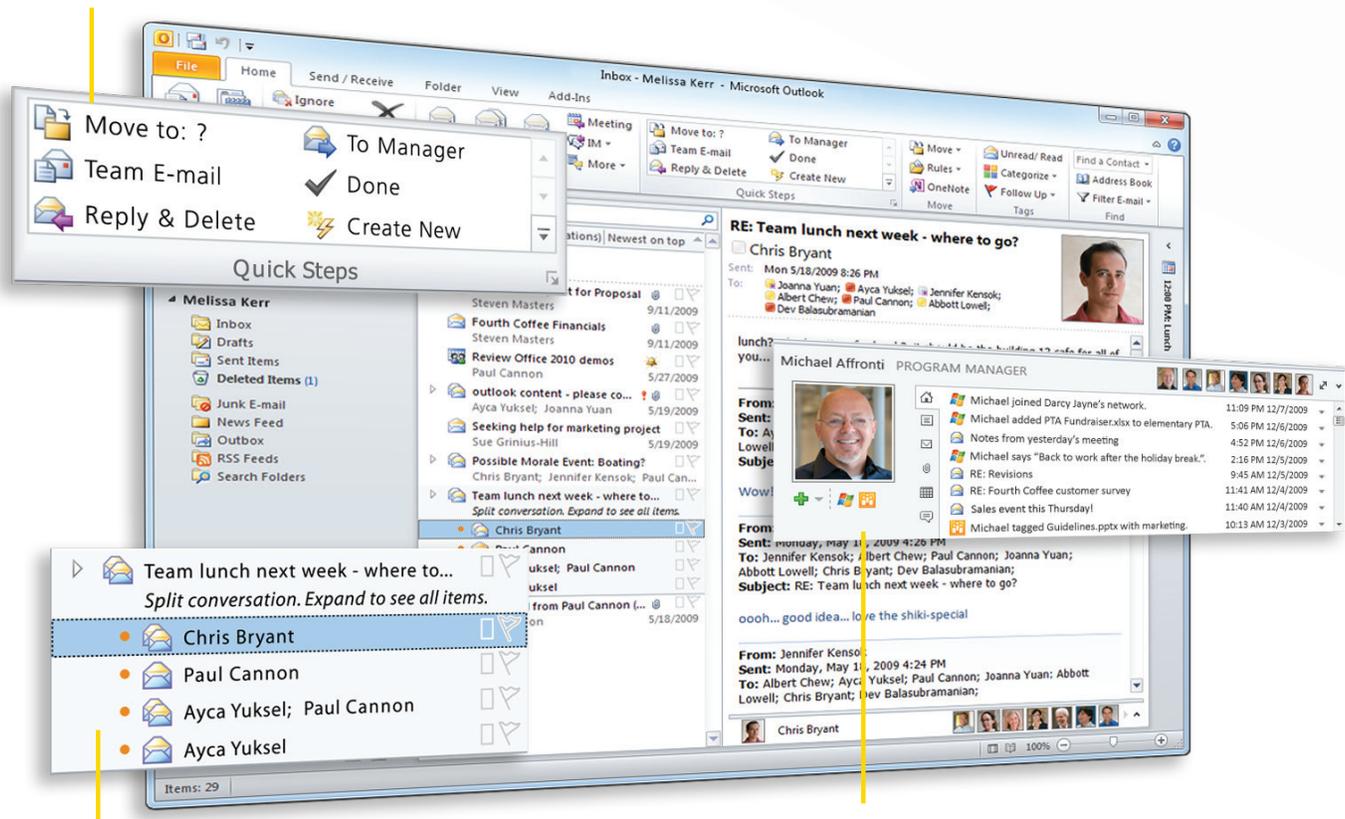


You really make contact.

Now that you have Microsoft® Outlook® 2010, you can stay connected with everyone more easily from your PC, Web browser, or Windows® phone.¹ You've got new ways to stay on top of e-mails; customize your commands; easily schedule meetings; and much more.

Quick Steps turn common tasks into single-click commands. Forward a meeting to your manager, move an e-mail to a specific folder, create a new e-mail to an assigned group, and more.

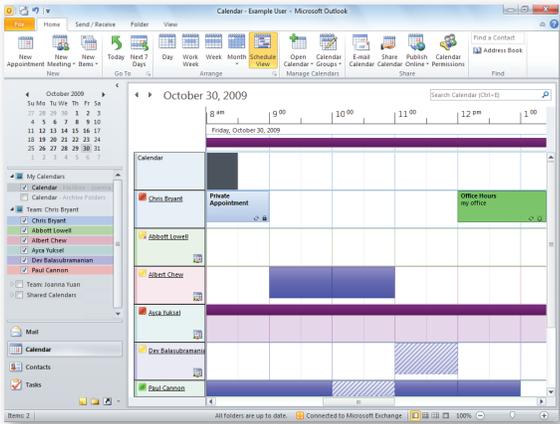


Conversation View lets you turn dozens of e-mails into just a few conversations. Or use the Ignore feature to send an entire conversation, and future messages in the conversation, to your Deleted Items.

Social Connector can be used as a hub for colleagues and customers. See updates from third-party social networks, and view history of e-mails, meetings, or attachments received.

Make scheduling a breeze

The E-mail Calendar feature lets you send your schedule to others so they can quickly find time for your next appointment. The new Schedule View provides a horizontal display of multiple calendars. And you can save frequently used groups of calendars so they can be quickly redisplayed whenever you need them.



Get Backstage view

Microsoft® Office Backstage™ view replaces the traditional File menu with a rich, full-screen environment so you can quickly:

- Manage account settings and add new accounts.
- Set Out-of-Office or other automatic replies.
- Manage Rules and Alerts for your e-mail messages.
- Clean up your Inbox by emptying deleted items and archiving older items.
- Customize the Ribbon to best meet your specific needs.

Everything goes in your inbox

With Outlook 2010 and new technology in Microsoft 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.²

► Discover everything you can do with Microsoft® Office 2010 at www.microsoft.com/office2010

Nail your search

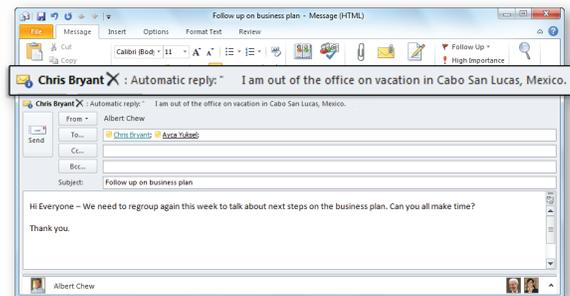
The enhanced Search Tools in Outlook 2010 give you new ways to quickly find and manage large quantities of e-mail, calendar, and contact items.

Impress your peers

Dynamic graphics and professional-quality picture editing tools let you capture attention with compelling visuals like pre-built SmartArt® graphics, and Microsoft® Office themes. You can also bring your ideas to life by inserting and formatting screenshots directly in your e-mail messages.

Stay on top of the rush

The new MailTips feature will instantly alert you before you send an e-mail message to someone who is out of the office, accidentally reply to a large distribution list, or distribute confidential information outside the company.³



Consolidate your accounts

Synchronize your e-mail accounts from Windows Live™, Hotmail®, Gmail, or just about any other provider with Outlook 2010.

Talk right from Outlook

Outlook 2010 shows presence and status information for your contacts. Hover over a name to display the new contact card for your colleague, then start an IM conversation or voice call without leaving Outlook.⁴

¹ Web and Smartphone access require an appropriate device and some functionality requires an Internet connection. Web functionality uses Outlook Web App, which requires Microsoft Exchange Server 2010 and a supported Internet Explorer, Firefox, or Safari browser. Some mobile functionality requires Outlook Mobile 2010 which is not included in Office 2010 applications, suites, or Office Web Apps. There are some differences between the features of the Outlook Web App, Outlook Mobile 2010, and Outlook 2010.

² Requires Microsoft Exchange Server 2010 and Microsoft Exchange Unified Messaging.

³ Microsoft Exchange Server 2010 is required and MailTips must be enabled by Exchange administrator.

⁴ Requires one of the following: Office Communications Server 2007 R2 with Office Communicator 2007 R2, Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communicator 2007 R2 or an instant messaging application that supports IMessenger Advanced.