



## Outlook 2010 -- Upgrade Benefits

Organize all of your correspondence using Microsoft Outlook 2010

**Outlook 2010 is your world-class tool for communicating. Use Outlook 2010 to save time viewing, creating and managing your email.**

### Executive Summary

Microsoft Outlook 2010 represents a significant improvement in features, and ease of use, and is fully compatible for use with the current MailStreet Exchange service.

Most of the new features that many customers are looking forward to in Exchange 2010 are actually included and available immediately within the Outlook 2010 software. By upgrading now, customers can get immediate access to the new features and ease-of-use of Outlook 2010.

Outlook 2010 is available as a free download to all active MailStreet Exchange customers.

Outlook 2007 remains available for download from MailStreet, but MailStreet recommends all customers upgrade to Outlook 2010 as their preferred email client software. Outlook 2010 can be installed on Windows-based desktops even if a customer is running an older version of the Microsoft Office suite.

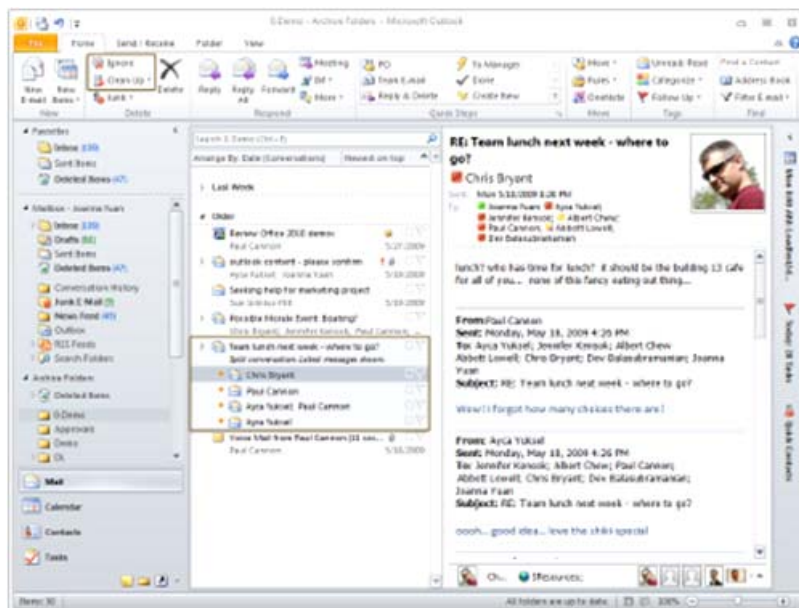
Microsoft is sunsetting support for Outlook 2003, and therefore customers are encouraged to upgrade their desktops as Outlook 2003 will not be supported with the upcoming Exchange 2010 release.

### 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.

### Manage large volumes of e-mail with ease

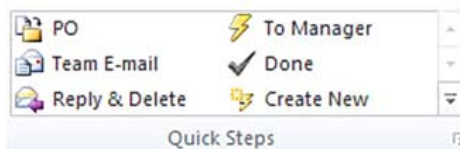
Conversation view in Outlook 2010 improves the tracking of e-mail conversations—reducing information overload—and helps you manage large amounts of e-mail with ease. Entire conversations can be condensed and categorized with a single click. And, new conversation management tools enable you to save valuable 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.

### 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.

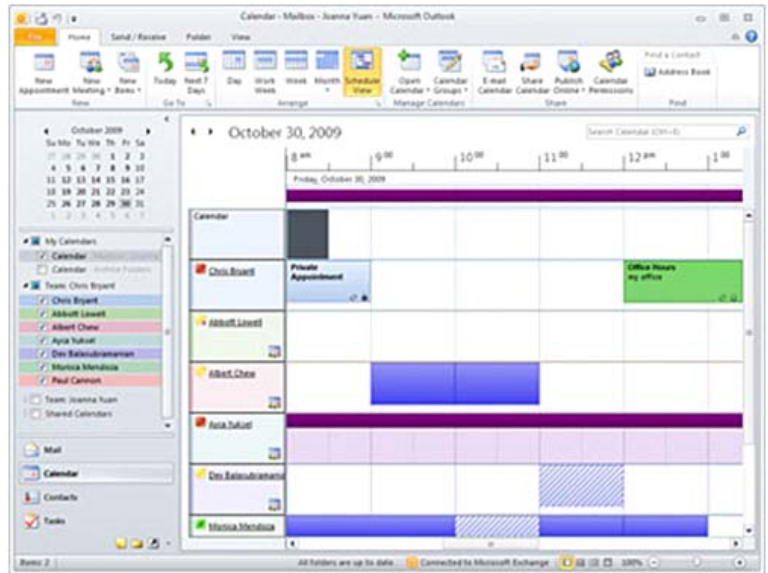


## Make scheduling a breeze

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

## 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.

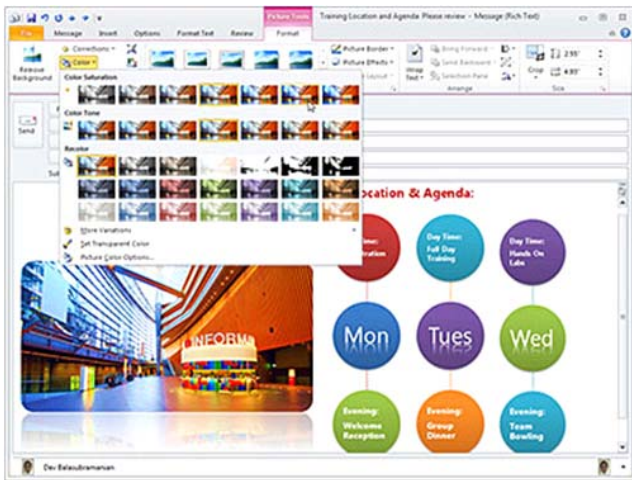


## Create e-mail messages that capture attention

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 pre-built 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.

## 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.



## Get Started with Outlook 2010 Customer Resources

- ***What's New in Microsoft Outlook 2010***
- ***Basic Tasks Quick Start for Microsoft Outlook 2010***
- ***Quick Reference Guide for Microsoft Outlook 2010***
- ***Make the Switch to Microsoft Outlook 2010***
  - 40 -50 Minute Tutorial
  - Requires installation of Silverlight
- ***Outlook 2010 Help & How Tos***
- ***Additional Training Courses:***
  - Tame Your Inbox
  - Save Time with Outlook 2010 Quick Steps
  - Others



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