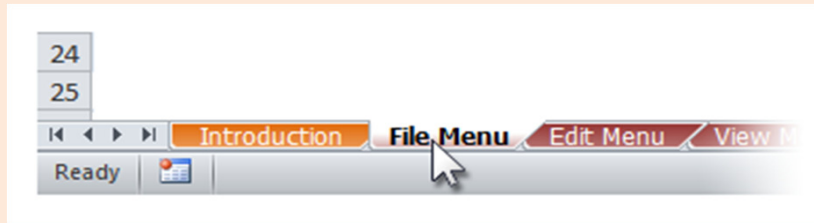
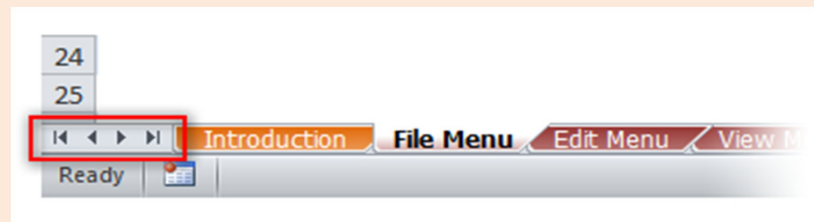


## Outlook: Menu to ribbon reference

To view Office 2003 menu and toolbar commands and their Office 2010 equivalents, click a worksheet tab at the bottom of the window.



If you don't see the tab you want, right-click the scrolling buttons next to the tabs to reveal a list of all the worksheets in the workbook. Then click the worksheet you want to view.



To find additional resources that will help you make the transition to the new user interface in Office 2010 and related products, visit <http://office.com/gettingstarted>.

For more tips on using this workbook, press F1 and click **More information about this template**.

## Outlook: Main Window

File Menu	
Outlook 2003 Location	Outlook 2010 Location
Archive	File   Cleanup Tools   Archive
Cached Exchange Mode   Download Full Items	Send / Receive   Preferences   Download Preferences   Download Full Items
Cached Exchange Mode   Download Headers	Send / Receive   Preferences   Download Preferences   Download Headers
Cached Exchange Mode   Download Headers and then Full Items	Send / Receive   Preferences   Download Preferences   Download Headers and Then Full Items
Cached Exchange Mode   On Slow Connections Download Only Headers	Send / Receive   Preferences   Download Preferences   On Slow Connections Download Only Headers
Close All Items	View   Window   Close All Items
Connect to Server	Send / Receive   Send & Receive   Connect to Server
Data File Management	File   Options   Customize Ribbon   All Commands   Data File Management
Exit	File   Exit
Folder	Folder
Folder   Add to Favorites	Folder   Favorites   Show in Favorites
Folder   Copy "Calendar"	Folder   Actions   Copy Calendar
Folder   Copy "Contacts"	Folder   Actions   Copy Contacts
Folder   Copy "Journal"	Folder   Actions   Copy Journal
Folder   Copy "Tasks"	Folder   Actions   Copy Tasks
Folder   Copy Folder Design	Removed from Product
Folder   Customize this Search Folder	Folder   Actions   Customize This Search Folder
Folder   Delete "Calendar"	Folder   Actions   Delete Calendar
Folder   Delete "Contacts"	Folder   Actions   Delete Contacts
Folder   Delete "Journal"	Folder   Actions   Delete Journal
Folder   Delete "Tasks"	Folder   Actions   Delete Tasks
Folder   Import an OPML File	File   Open   Import   Import RSS Feeds from an OPML file
Folder   Move "Calendar"	Folder   Actions   Move Calendar
Folder   Move "Contacts"	Folder   Actions   Move Contacts
Folder   Move "Journal"	Folder   Actions   Move Journal
Folder   Move "Tasks"	Folder   Actions   Move Tasks
Folder   New Folder	Folder   New Folder
Folder   Properties for "Calendar"	Folder   Properties   Properties for Calendar
Folder   Properties for "Contacts"	Folder   Properties   Properties for Contacts
Folder   Properties for "Journal"	Folder   Properties   Properties for Journal
Folder   Properties for "Tasks"	Folder   Properties   Properties for Tasks
Folder   Rename "Calendar"	Folder   Actions   Rename Calendar
Folder   Rename "Contacts"	Folder   Actions   Rename Contacts
Folder   Rename "Journal"	Folder   Actions   Rename Journal
Folder   Rename "Tasks"	Folder   Actions   Rename Tasks
Folder   Send Link to This Folder	Removed from Product
Folder   Share "Calendar"	Home   Share   Share Calendar
Folder   Share "Contacts"	Folder   Share   Share Contacts
Folder   Share "Journal"	Folder   Share   Share Journal
Folder   Share "Tasks"	Folder   Share   Share Tasks
Folder   Sharing	Folder   Share
Import and Export	File   Open   Import
New	Home   New
New   Appointment	Home   New   New Items   Appointment
New   Calendar	Folder   New   New Calendar
New   Choose Form	Developer   Custom Forms   Choose Form
New   Contact	Home   New   New Items   Contact
New   Distribution List	Home   New   New Items   More Items   Contact Group
New   Folder	Folder   New   New Folder
New   Internet Fax	Home   New   New Items   More Items   Internet Fax
New   Journal Entry	Home   New   New Items   More Items   Journal Entry
New   Mail Message	Home   New   New Items   E-mail message
New   Meeting Request	Home   New   New Items   Meeting
New   Navigation Pane Shortcut	<select Shortcuts>   <right-click Shortcuts>   New Shortcut
New   Note	File   Options   Customize Ribbon   All Commands   New Note
New   Outlook Data File	File   Account Settings   Account Settings   Data Files   Add
New   Post in This Folder	Home   New   New Items   More Items   Post in This Folder
New   Search Folder	Folder   New   New Search Folder
New   Task	File   Options   Customize Ribbon   All Commands   New Task
New   Task Request	Home   New   New Items   More Items   Task Request
New   Task Request	Home   New   New Items   Task Request
Open	File   Open
Open   Calendar	File   Options   Customize Ribbon   All Commands   Open Calendar
Open   Other User's Folder	File   Options   Customize Ribbon   All Commands   Other User's Folder
Open   Outlook Data File	File   Options   Customize Ribbon   All Commands   Open Outlook Data File
Open   Selected Items	Daily Task List Tools   Daily Task List   Open   Open
Page Setup	View   Current View
Page Setup   Define Print Styles	File   Options   Customize Ribbon   All Commands   Define Print Styles
Print Preview	File   Options   Customize Ribbon   All Commands   Print Preview
Print	Quick Access Toolbar   Print

Outlook 2003 Location	Outlook 2010 Location
Save as Web Page	File   Save As
Save As	File   Options   Customize Ribbon   All Commands   Save As
Save Attachments	File   Options   Customize Ribbon   All Commands   Save Attachments
Search Calendars Online	Removed from Product
Share   Calendar	Home   Share   Share Calendar
Share   Contacts	Home   Share   Share Contacts
Share   Tasks	Folder   Share   Share Tasks
Sign out	File   Options   Customize Ribbon   All Commands   Sign out
Work Offline	Send / Receive   Preferences   Work Offline

Edit Menu	
Outlook 2003 Location	Outlook 2010 Location
Automatic Formatting	View   Current View   View Settings   Conditional Formatting
Categories	Home   Tags   Categorize
Copy	Right-click   Copy
Copy to Folder	Right-click   Move   Copy to Folder
Cut	File   Options   Customize Ribbon   All Commands   Cut
Delete	Calendar Tools   Appointment   Actions   Delete
Delete	Home   Actions   Delete
Delete	Home   Delete   Delete
Label	Home   Tags   Categorize
Label   None	Label has been replaced with Categorize
Label   Important	Label has been replaced with Categorize
Label   Business	Label has been replaced with Categorize
Label   Personal	Label has been replaced with Categorize
Label   Vacation	Label has been replaced with Categorize
Label   Must Attend	Label has been replaced with Categorize
Label   Travel Required	Label has been replaced with Categorize
Label   Needs Preparation	Label has been replaced with Categorize
Label   Birthday	Label has been replaced with Categorize
Label   Anniversary	Label has been replaced with Categorize
Label   Phone Call	Label has been replaced with Categorize
Label   Edit Labels	Home   Tags   Categorize   All Categories
Mark All as Read	Folder   Clean Up   Mark All as Read
Mark as Read	Right-click   Mark as Read
Mark as Unread	Right-click   Mark as Unread
Move to Folder	Right-click   Move
Office Clipboard	Removed from Product
Paste	File   Options   Customize Ribbon   All Commands   Paste
Select All	File   Options   Customize Ribbon   All Commands   Select All
Undo	Quick Access Toolbar   Undo

View Menu	
Outlook 2003 Location	Outlook 2010 Location
Arrange By	View   Arrangement   Arrange By
Arrange By   Attachments	File   Options   Customize Ribbon   All Commands   Attachments
Arrange By   Categories	File   Options   Customize Ribbon   All Commands   Categories
Arrange By   Conversation	File   Options   Customize Ribbon   All Commands   Date (Conversations)
Arrange By   Custom	Removed from Product
Arrange By   Date	File   Options   Customize Ribbon   All Commands   Date
Arrange By   E-mail Account	File   Options   Customize Ribbon   All Commands   Account
Arrange By   Folder	File   Options   Customize Ribbon   All Commands   Folder
Arrange By   From	File   Options   Customize Ribbon   All Commands   From
Arrange By   Importance	File   Options   Customize Ribbon   All Commands   Importance
Arrange By   Show in Groups	Task Tools   Task List   Arrangement   Arrange By   Show in Groups
Arrange By   Show in Groups	View   Arrangement   Arrange By   Show in Groups
Arrange By   Show Views in Navigation Pane	Removed from Product
Arrange By   Size	File   Options   Customize Ribbon   All Commands   Size
Arrange By   Subject	File   Options   Customize Ribbon   All Commands   Subject
Arrange By   To	File   Options   Customize Ribbon   All Commands   To
Arrange By   Type	File   Options   Customize Ribbon   All Commands   Type
AutoPreview	File   Options   Customize Ribbon   All Commands   AutoPreview Layout
Arrange By   Current View	View   Current View
Arrange By   Current View   Customize Current View	File   Options   Customize Ribbon   All Commands   View Settings
Arrange By   Current View   Customize Current View	Task Tools   Task List   Arrangement   Arrange By   View Settings
Arrange By   Current View   Customize Current View	View   Arrangement   Arrange By   View Settings
Arrange By   Current View   Customize Current View	View   Current View   View Settings
Arrange By   Current View   Define Views	Home   Current View   Change View   Manage Views
Arrange By   Current View   Define Views	View   Current View   Change View   Manage Views
Day	Home   Arrange   Day
Day	Home   Arrangement   Day
Day	View   Arrangement   Day
Expand/Collapse Groups	View   Arrangement   Expand/Collapse
Expand/Collapse Groups   Always Show Unread and Flagged Messages	Removed from Product
Expand/Collapse Groups   Collapse All Groups	File   Options   Customize Ribbon   All Commands   Collapse All Groups

Outlook 2003 Location	Outlook 2010 Location
Expand/Collapse Groups   Collapse This Group	Removed from Product
Expand/Collapse Groups   Expand All Groups	File   Options   Customize Ribbon   All Commands   Expand All Groups
Expand/Collapse Groups   Expand This Group	Removed from Product
Month	Home   Arrange   Month
Month	Home   Arrangement   Month
Month	View   Arrangement   Month
Navigation Pane	View   Layout   Navigation Pane
Policy	Folder   Properties   Folder Policy
Reading Pane	View   Layout   Reading Pane
Reading Pane   Bottom	View   Layout   Reading Pane   Bottom
Reading Pane   Off	View   Layout   Reading Pane   Off
Reading Pane   Right	View   Layout   Reading Pane   Right
Refresh	File   Options   Customize Ribbon   All Commands   Refresh
Reminders Window	View   Window   Reminders Window
Status Bar	Removed from Product
TaskPad	The TaskPad was replaced by the To-Do Bar
TaskPad View	The TaskPad was replaced by the To-Do Bar
TaskPad View   All Tasks	The TaskPad was replaced by the To-Do Bar
TaskPad View   Today's Tasks	The TaskPad was replaced by the To-Do Bar
TaskPad View   Active Tasks for Selected Days	The TaskPad was replaced by the To-Do Bar
TaskPad View   Tasks for Next Seven Days	The TaskPad was replaced by the To-Do Bar
TaskPad View   Overdue Tasks	The TaskPad was replaced by the To-Do Bar
TaskPad View   Tasks Completed on Selected Days	The TaskPad was replaced by the To-Do Bar
TaskPad View   Include Tasks With No Due Date	The TaskPad was replaced by the To-Do Bar
Toolbars	Removed from Product
Toolbars   Advanced	Removed from Product
Toolbars   Customize	Removed from Product
Toolbars   Standard	Removed from Product
Toolbars   Web	Removed from Product
Week	Home   Arrange   Week
Week	Home   Arrangement   Week
Week	View   Arrangement   Week
Work Week	Home   Arrange   Work Week
Work Week	View   Arrangement   Work Week

Go Menu	
Outlook 2003 Location	Outlook 2010 Location
Calendar	File   Options   Customize Ribbon   All Commands   Calendar
Contacts	File   Options   Customize Ribbon   All Commands   Contacts
Folder List	File   Options   Customize Ribbon   All Commands   Folder List
Folder	File   Options   Customize Ribbon   All Commands   Folder
Go to Date	Home   Arrangement   Go to Date
Go to Date	Home   Go To   Go to Date
Journal	File   Options   Customize Ribbon   All Commands   Journal
Mail	File   Options   Customize Ribbon   All Commands   Mail
Notes	File   Options   Customize Ribbon   All Commands   Notes
Shortcuts	File   Options   Customize Ribbon   All Commands   Shortcuts
Tasks	File   Options   Customize Ribbon   All Commands   Tasks
Today	Home   Arrangement   Today
Today	Home   Go To   Today

Tools Menu	
Outlook 2003 Location	Outlook 2010 Location
Address Book	Home   Find   Address Book
cc:Mail Service Tools	Removed from Product
cc:Mail Service Tools   Import cc:Mail Bulletin Boards	Removed from Product
cc:Mail Service Tools   Import cc:Mail Folders	Removed from Product
cc:Mail Service Tools   Import cc:Mail Private lists to Personal Address Book	Removed from Product
cc:Mail Service Tools   Update cc:Mail Bulletin Boards	Removed from Product
cc:Mail Service Tools   Update Local copy of cc:Mail Address Book	Removed from Product
Customize	File   Options
E-mail Accounts	File   Info   Account Settings   Account Settings
Empty "Deleted Items" Folder	File   Options   Customize Ribbon   All Commands   Empty "<0w#25>" Folder
Empty "Deleted Items" Folder	Folder   Clean Up   Empty Deleted Items
Find	Home   Find   Filter E-mail   More Filters
Find   Find	Home   Find   Filter E-mail   More Filters
Find   Advanced Find	Search Tools   Search   Options   Search Tools   Advanced Find
Find   Related Messages	<right-click message>   Find Related
Find   Messages from Sender	Search Tools   Search   Refine   From
Forms	Developer   Custom Forms
Forms   Choose Form	Developer   Custom Forms   Choose Form
Forms   Design a Form	Developer   Custom Forms   Design a Form
Macro	Developer   Code   Macros
Macro   Macros	Developer   Code   Macros   Macros
Macro   Security	Developer   Code   Macro Security

Outlook 2003 Location	Outlook 2010 Location
Macro   Visual Basic Editor	Developer   Code   Visual Basic
Mail Merge	Home   Actions   Mail Merge
Mailbox Cleanup	File   Options   Customize Ribbon   All Commands   Mailbox Cleanup
Options	File   Options
Organize	Removed from Product
Out of Office Assistant	File   Options   Customize Ribbon   All Commands   Automatic Replies
Recover Deleted Items	Folder   Clean Up   Recover Deleted Items
Rules and Alerts	Home   Move   Rules   Manage Rules & Alerts
Send/Receive	Send / Receive   Send & Receive
Send/Receive   Dial-Up Connection	Removed from Product
Send/Receive   Dial-Up Connection   Location Settings	Removed from Product
Send/Receive   Dial-Up Connection   Use Existing Connection (LAN)	Removed from Product
Send/Receive   Download Address Book	File   Options   Customize Ribbon   All Commands   Download Address Book
Send/Receive   Download Headers in This Folder	Send / Receive   Server   Download Headers
Send/Receive   Free/Busy Information	File   Options   Customize Ribbon   All Commands   Publish Internet Free/Busy
Send/Receive   Mark to Download Message Copy	File   Options   Customize Ribbon   All Commands   Mark to Download Message Copy
Send/Receive   Mark to Download Message Copy	Send / Receive   Server   Mark to Download   Mark to Download Message Copy
Send/Receive   Mark to Download Message(s)	Send / Receive   Server   Mark to Download
Send/Receive   Mark to Download Message(s)	Send / Receive   Server   Mark to Download   Mark to Download
Send/Receive   Process All Marked Headers	Send / Receive   Server   Process Marked Headers   Process Marked Headers in All Folders
Send/Receive   Process Marked Headers in This Folder	Send / Receive   Server   Process Marked Headers
Send/Receive   Process Marked Headers in This Folder	Send / Receive   Server   Process Marked Headers   Process Marked Headers
Send/Receive   Send All	Send / Receive   Send & Receive   Send All
Send/Receive   Send/Receive All	Home   Send/Receive   Send/Receive All Folders
Send/Receive   Send/Receive All	Quick Access Toolbar   Send/Receive All Folders
Send/Receive   Send/Receive All	Send / Receive   Send & Receive   Send/Receive All Folders
Send/Receive   Send/Receive Settings	File   Options   Advanced   Send/Receive
Send/Receive   Send/Receive Settings   Define Send/Receive Groups	File   Options   Customize Ribbon   All Commands   Define Groups
Send/Receive   Send/Receive Settings   Disable Scheduled Send/Receive	File   Options   Customize Ribbon   All Commands   Disable Scheduled Send/Receive
Send/Receive   Send/Receive Settings   Make This Folder Available Offline	Removed from Product
Send/Receive   Send/Receive Settings   Show Progress	Send / Receive   Download   Show Progress
Send/Receive   This Folder	Quick Access Toolbar   Update Folder
Send/Receive   This Folder	Send / Receive   Send & Receive   Update Folder
Send/Receive   Unmark All Headers	Send / Receive   Server   Unmark to Download   Unmark All to Download
Send/Receive   Unmark Selected Headers	Send / Receive   Server   Unmark to Download
Send/Receive   Unmark Selected Headers	Send / Receive   Server   Unmark to Download   Unmark to Download
Speech	Removed from Product

Actions Menu	
Outlook 2003 Location	Outlook 2010 Location
Add or Remove Attendees	Calendar Tools   Appointment   Attendees   Add or Remove Attendees
Add or Remove Attendees	Calendar Tools   Recurring Appointment   Attendees   Add or Remove Attendees
Allow	File   Options   Customize Ribbon   All Commands   Allow
Call Contact	Home   Communicate   More   Call Contact
Call Contact   New Call	Removed from Product
Call Contact   Redial	Removed from Product
Call Contact   Speed Dial	Removed from Product
Call Using Netmeeting	Removed from Product
Deny	File   Options   Customize Ribbon   All Commands   Deny
Follow Up	Home   Tags   Follow Up
Follow Up	Home   Tags   Follow Up
Forward	Calendar Tools   Appointment   Actions   Forward
Forward	Calendar Tools   Appointment   Actions   Forward   Forward
Forward	Calendar Tools   Appointment   Respond   Respond   Forward
Forward	Calendar Tools   Recurring Appointment   Respond   Respond   Forward
Forward	Daily Task List Tools   Daily Task List   Respond   Forward
Forward	Home   Actions   Forward
Forward	Home   Respond   Forward
Forward	Task Tools   Task List   Respond   Forward
Forward as iCalendar	Calendar Tools   Appointment   Actions   Forward   Forward as iCalendar
Forward as vCard	Home   Share   Forward Contact   Forward as a Business Card
Junk E-mail	Home   Delete   Junk
Junk E-mail   Add Recipient to Safe Recipients List	Home   Delete   Junk   Never Block this Group or Mailing List
Junk E-mail   Add Sender to Blocked Senders List	Home   Delete   Junk   Block Sender
Junk E-mail   Add Sender to Safe Senders List	Home   Delete   Junk   Never Block Sender
Junk E-mail   Add Sender's Domain (@example.com) to Safe Senders List	Home   Delete   Junk   Never Block Sender's Domain (@example.com)
Junk E-mail   Junk E-mail Options	Home   Delete   Junk   Junk E-mail Options
Junk E-mail   Mark as Not Junk	Home   Delete   Junk   Not Junk
Link	Removed from Product
New All Day Event	File   Options   Customize Ribbon   All Commands   All Day Event
New All Day Event	File   Options   Customize Ribbon   All Commands   New All Day Event
New Appointment	Home   New   New Appointment
New Contact	File   New   New Items   Contact

Outlook 2003 Location	Outlook 2010 Location
New Contact from Same Company	File   Options   Customize Ribbon   All Commands   Contact from the Same Company
New Distribution List	File   Options   Customize Ribbon   All Commands   New Contact Group
New Journal Entry	File   Options   Customize Ribbon   All Commands   New Journal Entry
New Mail Message	Home   New   New E-mail
New Mail Message Using	Home   New   New Items   New E-mail Message Using
New Mail Message Using   Microsoft Office   Microsoft Access Data Page	Removed from Product
New Mail Message Using   Microsoft Office   Microsoft Excel Worksheet	Removed from Product
New Mail Message Using   Microsoft Office   Microsoft Publisher Publication	Removed from Product
New Mail Message Using   Microsoft Office   Microsoft Word Document	Removed from Product
New Mail Message Using   Microsoft Office Outlook (HTML)	Removed from Product
New Meeting Request	File   Options   Customize Ribbon   All Commands   New Meeting
New Meeting Request With	Home   New   New Meeting
New Message to Contact	Home   Communicate   E-mail
New Letter to Contact	Home   Communicate   E-mail
New Meeting Request to Contact	Home   Communicate   Meeting
New Appointment with Contact	Home   Communicate   Meeting
New Task for Contact	Home   Communicate   More   Assign Task
New Journal Entry for Contact	Home   Communicate   More   Journal Entry
New Recurring Appointment	File   Options   Customize Ribbon   All Commands   New Recurring Appointment
New Recurring Appointment	File   Options   Customize Ribbon   All Commands   Recurring Appointment
New Recurring Meeting	File   Options   Customize Ribbon   All Commands   New Recurring Meeting
New Recurring Meeting	File   Options   Customize Ribbon   All Commands   Recurring Meeting
New Task	File   New   New Items   Task
New Task Request	File   New   New Items   More Items   Task Request
Plan a Meeting	Home   Arrange   Schedule View
Post Reply to Folder	Removed from Product
Reply	Calendar Tools   Appointment   Respond   Respond   Reply
Reply	Calendar Tools   Recurring Appointment   Respond   Respond   Reply
Reply	Daily Task List Tools   Daily Task List   Respond   Reply
Reply	Home   Respond   Reply
Reply	Task Tools   Task List   Respond   Reply
Reply to All	Calendar Tools   Appointment   Attendees   Contact Attendees   Reply to All with E-mail
Reply to All	Calendar Tools   Appointment   Respond   Respond   Reply All
Reply to All	Calendar Tools   Recurring Appointment   Attendees   Contact Attendees   Reply to All with E-mail
Reply to All	Calendar Tools   Recurring Appointment   Respond   Respond   Reply All
Reply to All	Daily Task List Tools   Daily Task List   Respond   Reply All
Reply to All	Home   Respond   Reply All
Reply to All	Task Tools   Task List   Respond   Reply All
Save Task Order	Home   Current View   Change View   Save Current View As a New View
Send Updates	Removed from Product
Team Manager for team members	Removed from Product
View Group Schedules	Home   Manage Calendars   Calendar Groups

Help Menu	
Outlook 2003 Location	Outlook 2010 Location
About Microsoft Office Outlook	File   Help   About Microsoft Outlook
Detect and Repair	Removed from Product
Customer Feedback Options	File   Help   Contact Us
Activate Product	File   Options   Customize Ribbon   All Commands   Activate Product
cc:Mail Service Help Topics	Removed from Product
Check for Updates	File   Help   Check for Updates
Contact Us	File   Help   Contact Us
Microsoft Office Online	File   Help   Getting Started
Microsoft Office Outlook Help	File   Help   About Microsoft Outlook
Microsoft Office Outlook Help	Upper Ribbon   Help
Show the Office Assistant	Removed from Product

Advanced Toolbar	
Outlook 2003 Location	Outlook 2010 Location
AutoPreview	File   Options   Customize Ribbon   All Commands   AutoPreview Layout
Back	File   Options   Customize Ribbon   All Commands   Back
Back	Quick Access Toolbar   Back
Current View	Home   Current View   Change View
Current View	View   Current View   Change View
Field Chooser	File   Options   Customize Ribbon   All Commands   Field Chooser
Forward	File   Options   Customize Ribbon   All Commands   Forward
Forward	Quick Access Toolbar   Forward
Group By Box	File   Options   Customize Ribbon   All Commands   Group by Box
New Meeting Request to Contact	Home   Communicate   Meeting
New Task for Contact	File   Options   Customize Ribbon   All Commands   Assign Task
Outlook Today	File   Options   Customize Ribbon   All Commands   Outlook Today
Plan a Meeting	Home   New   New Meeting   Meeting   Scheduling Assistant

Outlook 2003 Location	Outlook 2010 Location
Print Preview	File   Options   Customize Ribbon   All Commands   Print Preview
Reading Pane	View   Layout   Reading Pane
Rules and Alerts	Home   Move   Rules   Manage Rules & Alerts
Undo	File   Options   Customize Ribbon   All Commands   Undo
Undo	Quick Access Toolbar   Undo
Up One Level	File   Options   Customize Ribbon   All Commands   Up One Level

### Standard Toolbar

Outlook 2003 Location	Outlook 2010 Location
Address Book	Home   Find   Address Book
Create Rule	Home   Move   Rules   Create Rule
Day	Home   Arrange   Day
Day	Home   Arrangement   Day
Day	View   Arrangement   Day
Delete	Calendar Tools   Appointment   Actions   Delete
Delete	Home   Actions   Delete
Delete	Home   Delete   Delete
Delete	Quick Access Toolbar   Delete
Dial	Calendar Tools   Appointment   Attendees   Contact Attendees   Call
Dial	Calendar Tools   Appointment   Respond   Respond   Call
Dial	Calendar Tools   Recurring Appointment   Attendees   Contact Attendees   Call
Dial	Calendar Tools   Recurring Appointment   Respond   Respond   Call
Dial	Daily Task List Tools   Daily Task List   Respond   More   Call
Dial	Home   Respond   More   Call
Dial	Task Tools   Task List   Respond   More   Call
Find	Home   Find   Filter E-mail   More Filters
Find a Contact	Home   Find   Find a Contact
Find a Contact	Quick Access Toolbar   Find a Contact
Follow Up	Home   Tags   Follow Up
Follow Up	Home   Tasks   Follow Up
Forward	Calendar Tools   Appointment   Actions   Forward
Forward	Calendar Tools   Appointment   Actions   Forward   Forward
Forward	Calendar Tools   Appointment   Respond   Respond   Forward
Forward	Calendar Tools   Recurring Appointment   Respond   Respond   Forward
Forward	Daily Task List Tools   Daily Task List   Respond   Forward
Forward	Home   Actions   Forward
Forward	Home   Respond   Forward
Forward	Task Tools   Task List   Respond   Forward
Launch Schedule+	Removed from Product
Microsoft Office Outlook Help	File   Help   About Microsoft Outlook
Month	Home   Arrange   Month
Month	Home   Arrangement   Month
Month	View   Arrangement   Month
Move to Folder	Home   Move   Move
New	Home   New
New Message to Contact	Home   Communicate   E-mail
Post Reply	Daily Task List Tools   Daily Task List   Respond   Post Reply
Post Reply	Home   Respond   Post Reply
Post Reply	Task Tools   Task List   Respond   Post Reply
Print	File   Print   Print
Print	Quick Access Toolbar   Print
Reply	Calendar Tools   Appointment   Respond   Respond   Reply
Reply	Calendar Tools   Recurring Appointment   Respond   Respond   Reply
Reply	Daily Task List Tools   Daily Task List   Respond   Reply
Reply	Home   Respond   Reply
Reply	Task Tools   Task List   Respond   Reply
Reply to All	Calendar Tools   Appointment   Attendees   Contact Attendees   Reply to All with E-mail
Reply to All	Calendar Tools   Appointment   Respond   Respond   Reply All
Reply to All	Calendar Tools   Recurring Appointment   Attendees   Contact Attendees   Reply to All with E-mail
Reply to All	Calendar Tools   Recurring Appointment   Respond   Respond   Reply All
Reply to All	Daily Task List Tools   Daily Task List   Respond   Reply All
Reply to All	Home   Respond   Reply All
Reply to All	Task Tools   Task List   Respond   Reply All
Schedules	Home   Manage Calendars   Calendar Groups
Send/Receive	Send / Receive   Send & Receive
Today	Home   Go To   Today
Week	Home   Arrange   Week

### Web Toolbar

Outlook 2003 Location	Outlook 2010 Location
Address:	Removed from Product
Back	Removed from Product
Forward	Removed from Product

Outlook 2003 Location	Outlook 2010 Location
Refresh	Removed from Product
Search the Web	Removed from Product
Start Page	Removed from Product
Stop	Removed from Product



## Outlook: Messages

File Menu	
Outlook 2003 Location	Outlook 2010 Location
Close	File   Close
Copy to Folder	File   Info   Move to Folder   Copy to Folder
Copy to Folder	Message   Move   Move   Copy to Folder
Delete	Contact Group   Actions   Delete Group
Delete	Message   Delete   Delete
Delete	Quick Access Toolbar   Delete
Exit	File   Exit
File Search	Use search features of the operating system
Move to Folder	File   Move to Folder   Other Folder
Move to Folder	Message   Move   Move   Other Folder
Move to Folder	Quick Access Toolbar   Other Folder
New   Appointment	Home   New   New Items   Appointment
New   Choose Form	File   Choose Form
New   Contact	Home   New   New Items   Contact
New   Distribution List	Home   New   New Items   Contact Group
New   Fax Message	Home   New   New Items   More Items   Internet Fax
New   Internet Fax	Home   New   New Items   More Items   Internet Fax
New   Journal Entry	Home   New   New Items   More Items   Journal Entry
New   Mail Message	Home   New   New Items   E-mail Message
New   Meeting Request	Home   New   New Items   Meeting
New   Note	Home   New   New Items   More Items   Note
New   Post in This Folder	Home   New   New Items   More Items   Post in This Folder
New   Task	Home   New   New Items   Task
New   Task Request	Home   New   New Items   More Items   Task Request
Open	File   Open   Open Outlook Data File
Page Setup   Define Print Styles	File   Print   Print Options   Define Styles
Page Setup   Memo Style	File   Print   Memo Style
Page Setup   Page Setup	File   Print
Page Setup	File   Print
Permission   Do Not Distribute	File   Info   Set Permissions   Do Not Distribute
Permission   Do Not Forward	File   Info   Set Permissions   Do Not Forward
Permission   Do Not Reply All	File   Info   Set Permissions   Do Not Reply All
Permission   Microsoft Confidential	File   Info   Set Permissions   Microsoft Confidential
Permission   Microsoft Confidential Read Only	File   Info   Set Permissions   Microsoft Confidential
Permission   Microsoft FTE Confidential	File   Info   Set Permissions   Microsoft FTE Confidential
Permission   Microsoft FTE Confidential Read Only	File   Info   Set Permissions   Microsoft FTE Confidential
Permission   Permission	File   Info   Set Permissions
Permission   Restrict Permission As	File   Info   Set Permissions
Permission   Unrestricted Access	File   Info   Set Permissions   No Restrictions
Permission	File   Info   Set Permissions
Post	Removed from Product
Print Preview	File   Print
Print Preview	Quick Access Toolbar   Print Preview
Print	File   Print   Print
Properties	File   Info   Properties
Save	File   Save
Save	Quick Access Toolbar   Save
Save as Web Page	Removed from Product
Save As	File   Save As
Save As	File   Save As Other Format   Save As
Save Attachments	File   Save Attachments
Send	Removed from Product
Send To   Exchange Folder	File   Info   Move to Folder   Other Folder
Send To   Mail Recipient (as Attachment)	Removed from Product
Send To   Mail Recipient (for Review)	Removed from Product
Send To   Mail Recipient	This is the default setting in a new mail message.
Send To   Microsoft Office PowerPoint	Removed from Product
Send To   Online Meeting Participant	Removed from Product
Send To   Recipient using a Fax Modem	Removed from Product
Send To   Recipient using Internet Fax Service	Removed from Product
Send To   Routing Recipient	Removed from Product
Sign out	Removed from Product
Versions	Removed from Product
Web Page Preview	Removed from Product

## Edit Menu

Outlook 2003 Location	Outlook 2010 Location
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Outlook 2003 Location	Outlook 2010 Location
Edit   Can't Repeat	Quick Access Toolbar   Redo
Edit   Can't Undo	Quick Access Toolbar   Undo
Edit   Clear	Select Text or Object   Press the DELETE key
Edit   Clear   Contents	In a new mail message, select text and then press the DELETE key.
Edit   Clear   Formats	Message   Basic Text   Clear Formatting
Edit   Copy	Format Text   Clipboard   Copy
Edit   Copy	New Mail Message   Clipboard   Copy
Edit   Cut	Format Text   Clipboard   Cut
Edit   Cut	New Mail Message   Clipboard   Cut
Edit   Edit Message	Message   Move   Actions   Edit Message
Edit   Find Next	Message   Editing   Find   Find Next
Edit   Find	Format Text   Editing   Find
Edit   Find	Message   Editing   Find
Edit   Go To	Format Text   Editing   Find   Go To
Edit   Links	Removed from Product
Edit   Mark as Unread	File   Options   Customize Ribbon   All Commands   Mark as Unread
Edit   Mark as Unread	Message   Tags   Mark Unread
Edit   Object	Click the object, and then click the Ribbon tab with tools for that object.
Edit   Office Clipboard	Format Text   Clipboard   Office Clipboard
Edit   Office Clipboard	New Mail Message   Clipboard   Office Clipboard
Edit   Paste	Format Text   Clipboard   Paste
Edit   Paste	New Mail Message   Clipboard   Paste
Edit   Paste as Hyperlink	If you copy a hyperlink and then paste it, it will paste as a hyperlink.
Edit   Paste Special	Format Text   Clipboard   Paste   Paste Special
Edit   Paste Special	Format Text   Clipboard   Paste   Paste Special
Edit   Paste Special	New Mail Message   Clipboard   Paste   Paste Special
Edit   Redo	Quick Access Toolbar   Redo
Edit   Redo	Quick Access Toolbar   Redo
Edit   Repeat <action>	Quick Access Toolbar   Redo
Edit   Replace	Format Text   Editing   Replace
Edit   Revise Contents	File   Options   Customize Ribbon   All Commands   Revise Contents
Edit   Select All	Format Text   Editing   Select   Select All
Edit   Select All	Message   Editing   Select   Select All
Edit   Undo	Quick Access Toolbar   Undo
Edit   Undo	Quick Access Toolbar   Undo
Edit   Undo	Quick Access Toolbar   Undo

View Menu	
Outlook 2003 Location	Outlook 2010 Location
Bcc Field	Options   Show Fields   Bcc
Document Map	Removed from Product
Encoding	Discussion   Move   Actions   Other Actions   Encoding
Encoding	Message   Move   Actions   Other Actions   Encoding
Encoding   More   Arabic (Windows)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Baltic (ISO)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Baltic (Windows)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Central European (ISO)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Central European (Windows)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Cyrillic (ISO)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Cyrillic (KOI8-R)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Cyrillic (KOI8-U)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Cyrillic (Windows)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Estonian (ISO)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Greek (ISO)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Greek (Windows)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Hebrew (Windows)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Latin 9 (ISO)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More	New E-Mail   File   Options   Mail   Message Format   Encode attachments in UUENCODE format when sending plain-text messages
Encoding   More   Thai (Windows)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Turkish (ISO)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Turkish (Windows)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Unicode (UTF-7)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Unicode (UTF-8)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   US-ASCII	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   User Defined	Message   Move   Actions   Other Actions   Encoding   More
Encoding   More   Vietnamese (Windows)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   Western European (ISO)	Message   Move   Actions   Other Actions   Encoding   More
Encoding   Western European (Windows)	Message   Move   Actions   Other Actions   Encoding   More
Footnotes	Removed from Product
Full Screen	Removed from Product
Header and Footer	Removed from Product

Outlook 2003 Location	Outlook 2010 Location
HTML Source	<open e-mail>   File   Options   Quick Access Toolbar   All Commands   View Code
Markup	Removed from Product
Master Document	Removed from Product
Message Header	Message   Move   Actions   Other Actions   Message Header
Next   Flagged Message	File   Options   Customize Ribbon   All Commands   Flagged Message
Next   High Importance Item	File   Options   Customize Ribbon   All Commands   High Importance Item
Next   Item	Quick Access Toolbar   Next Item
Next   Item from Sender	File   Options   Customize Ribbon   All Commands   Item from Sender
Next   Item in Conversation Topic	File   Options   Customize Ribbon   All Commands   Item in Conversation Topic
Next   Last Item in Folder	File   Options   Customize Ribbon   All Commands   Last Item in Folder
Next	Quick Access Toolbar   Next
Next   Unread Item	File   Options   Customize Ribbon   All Commands   Unread Item
Normal	Removed from Product
Options	Message   Tags   Message Options
Outline	Removed from Product
Previous   First Item in Folder	File   Options   Customize Ribbon   All Commands   First Item in Folder
Previous   Flagged Message	File   Options   Customize Ribbon   All Commands   Flagged Message
Previous   High Importance Item	File   Options   Customize Ribbon   All Commands   High Importance Item
Previous   Item	Quick Access Toolbar   Previous Item
Previous   Item from Sender	File   Options   Customize Ribbon   All Commands   Item from Sender
Previous   Item in Conversation Topic	File   Options   Customize Ribbon   All Commands   Item in Conversation Topic
Previous	Quick Access Toolbar   Previous
Previous   Unread Item	File   Options   Customize Ribbon   All Commands   Unread Item
Print Layout	Removed from Product
Reading Layout	Removed from Product
Ruler	To turn the ruler on or off, click the icon on top of the scrollbar in the body of the message or post.
Task Pane	On the ribbon, some Dialog Box Launchers open a task pane.
Text Size   Larger	Message   Zoom   Zoom
Text Size   Largest	Message   Zoom   Zoom
Text Size   Medium	Message   Zoom   Zoom
Text Size   Smaller	Message   Zoom   Zoom
Text Size   Smallest	Message   Zoom   Zoom
Thumbnails	Removed from Product
Toolbars   AutoText	Toolbars have been removed from the product.
Toolbars   Control Toolbox	Toolbars have been removed from the product.
Toolbars   Customize	File   Options   Customize Ribbon
Toolbars   Database	Toolbars have been removed from the product.
Toolbars   Drawing	Toolbars have been removed from the product.
Toolbars   E-mail	Toolbars have been removed from the product.
Toolbars   Symbol	Toolbars have been removed from the product.
Toolbars   Formatting	Toolbars have been removed from the product.
Toolbars   Extended Formatting	Toolbars have been removed from the product.
Toolbars   Forms	Toolbars have been removed from the product.
Toolbars   Frames	Toolbars have been removed from the product.
Toolbars   Function Key Display	Toolbars have been removed from the product.
Toolbars   Japanese Greetings	Toolbars have been removed from the product.
Toolbars   Mail Merge	Toolbars have been removed from the product.
Toolbars   Outlining	Toolbars have been removed from the product.
Toolbars   Picture	Toolbars have been removed from the product.
Toolbars   Reviewing	Toolbars have been removed from the product.
Toolbars   Standard	Toolbars have been removed from the product.
Toolbars   Tables and Borders	Toolbars have been removed from the product.
Toolbars	Toolbars have been removed from the product.
Toolbars   Visual Basic	Toolbars have been removed from the product.
Toolbars   Web	Toolbars have been removed from the product.
Toolbars   Web Tools	Toolbars have been removed from the product.
Toolbars   Word Count	Toolbars have been removed from the product.
Toolbars   WordArt	Toolbars have been removed from the product.
Web Layout	Removed from Product
Zoom	New Mail Message   Zoom   Zoom

Insert Menu	
Outlook 2003 Location	Outlook 2010 Location
AutoText	Insert   Text   Quick Parts   AutoText
Bookmark	Insert   Links   Bookmark
Break	Removed from Product
Comment	Removed from Product
Date and Time	Insert   Text   Date & Time
Diagram	Insert   Illustrations   SmartArt
Field	Removed from Product
File	Insert   Include   Attach File

Outlook 2003 Location	Outlook 2010 Location
File	Message   Move   Actions   Edit Message, then Insert   Include   Attach File
Horizontal Line	Insert   Symbols   Horizontal Line
Hyperlink	Insert   Links   Hyperlink
Ink Annotations	New Mail Message   Ink   Start Inking
Ink Annotations	Review   Ink   Start Inking
Ink Comment	Message   Ink   Start Inking
Item	Insert   Include   Outlook Item
Number	Removed from Product
Object	Insert   Text   Object
Page Numbers	Removed from Product
Picture   AutoShapes	Insert   Illustrations   Shapes
Picture   Chart	Insert   Illustrations   Chart
Picture   Clip Art	Insert   Illustrations   Clip Art
Picture   From File	Chart Tools   Layout   Insert   Picture
Picture   From File	Insert   Illustrations   Picture
Picture   From Scanner or Camera	Removed from Product
Picture   Ink Drawing and Writing	Home   Ink   Start Inking
Picture   New Drawing	Insert   Illustrations   Shapes   New Drawing Canvas
Picture   Organization Chart	Insert   Illustrations   SmartArt
Picture   WordArt	Insert   Text   WordArt
Picture	Insert   Illustrations   Picture
Reference   Caption	Removed from Product
Reference   Cross-reference	Removed from Product
Reference   Footnote	Removed from Product
Reference   Index and Tables	Removed from Product
Reference	Removed from Product
Remove Hyperlink	<right-click hyperlink>   Remove Hyperlink
Symbol	Insert   Symbols   Symbol
Text Box	Chart Tools   Layout   Insert   Draw Text Box   Text Box
Text Box	Insert   Text   Text Box   Text Box
Text Box	Text Box Tools   Format   Text   Draw Text Box   Text Box
Web Component	Removed from Product

Format Menu	
Outlook 2003 Location	Outlook 2010 Location
AutoFormat	Removed from Product
Background	Options   Themes   Page Color
Borders and Shading	Format Text   Paragraph   Borders and Shading
Bullets and Numbering	Format Text   Paragraph   Numbering
Change Case	Format Text   Font   Change Case
Columns	Removed from Product
Drop Cap	Insert   Text   Drop Cap   Drop Cap Options
Font	Format Text   Font   Font
Font	New Mail Message   Basic Text   Font
Frames	Removed from Product
Frames   New Frames Page	Removed from Product
Frames   Table of Contents in Frame	Removed from Product
HTML	Format Text   Format   HTML
Paragraph	Format Text   Paragraph   Paragraph
Plain Text	Format Text   Format   Plain Text
Reveal Formatting	Open the Reveal Formatting task pane by pressing SHIFT+F1
Rich Text	Format Text   Format   Rich Text
Send Pictures from the Internet	Removed from Product
Styles and Formatting	Format Text   Styles   Styles
Tabs	Format Text   Paragraph   Dialog Box Launcher   Tabs button
Text Direction	Drawing Tools   Format   Text   Text Direction   Text Direction Options
Theme	Options   Themes   Themes
Unwrap Text	Message   Move   Actions   Other Actions   Unwrap Text

Tools Menu	
Outlook 2003 Location	Outlook 2010 Location
Address Book	Message   Names   Address Book
AutoCorrect Options	File   Options   Mail   Spelling and Autocorrect   AutoCorrect Options
AutoSummarize	Removed from Product
Check Names	Message   Names   Check Names
Compare and Merge Documents	Removed from Product
Customize	File   Options   Customize Ribbon
Find All   Messages from Sender	Message   Editing   Related   Messages from Sender
Find All   Related Messages	Message   Editing   Related   Messages in This Conversation
Fix Broken Text	Removed from Product
Forms   Choose Form	File   Choose Form

Outlook 2003 Location	Outlook 2010 Location
Forms   Design a Form	Developer   Form   Design a Form
Forms   Design This Form	Developer   Form   Design This Form
Forms   Publish Form	Developer   Form   Publish   Publish Form
Forms   Publish Form As	Developer   Form   Publish   Publish Form As
Forms   Script Debugger	File   Options   Customize Ribbon   All Commands   Script Debugger
Language   Hangul Hanja Conversion	Review   Language   Hangul Hanja Conversion
Language   Hyphenation	Removed from Product
Language	Review   Language   Language
Language   Set Language	Review   Language   Language   Set Proofing Language
Language   Thesaurus	Review   Proofing   Thesaurus
Language   Translate	Review   Language   Translate
Letter Wizard	Removed from Product
Letters and Mailings   Chinese Envelope Wizard	Removed from Product
Letters and Mailings   Envelopes and Labels	Removed from Product
Letters and Mailings   Japanese Postcard Wizard	Removed from Product
Letters and Mailings   Letter Wizard	Removed from Product
Letters and Mailings	Removed from Product
Letters and Mailings   Mail Merge	Removed from Product
Letters and Mailings   Show Japanese Greetings Toolbar	Removed from Product
Letters and Mailings   Show Mail Merge Toolbar	Removed from Product
Look Up Reference	<right-click text>   Look Up
Macro   Macros	Developer   Code   Macros   Macros
Macro   Microsoft Script Editor	Removed from Product
Macro   Record New Macro	Removed from Product
Macro   Security	Developer   Code   Macro Security
Macro   Visual Basic Editor	Developer   Code   Visual Basic
Online Collaboration   End Review	Removed from Product
Online Collaboration   Meet Now	Removed from Product
Online Collaboration   Schedule Meeting	Removed from Product
Online Collaboration   Web Discussions	Removed from Product
Options	File   Options
Protect Document	Options   Permission   Permission
Protect Document	Options   Permission   Permission
Research	Review   Proofing   Research
Shared Workspace	Removed from Product
Show Signature	Message   Include   Signature
Speech	Removed from Product
Spelling and Grammar	Quick Access Toolbar   Spelling & Grammar
Spelling and Grammar	Review   Proofing   Spelling & Grammar
Spelling	Review   Proofing   Spelling & Grammar
Templates and Add-Ins	File   Options   Add-Ins
Track Changes	Removed from Product
Word Count	Review   Proofing   Word Count

Table Menu	
Outlook 2003 Location	Outlook 2010 Location
AutoFit   AutoFit to Contents	Table Tools   Layout   Cell Size   AutoFit   AutoFit Contents
AutoFit	Table Tools   Layout   Cell Size   AutoFit
AutoFit   AutoFit to Window	Table Tools   Layout   Cell Size   AutoFit   AutoFit Window
AutoFit   Distribute Columns Evenly	Table Tools   Layout   Cell Size   Distribute Columns
AutoFit   Distribute Rows Evenly	Table Tools   Layout   Cell Size   Distribute Rows
AutoFit   Fixed Column Width	Table Tools   Layout   Cell Size   AutoFit   Fixed Column Width
Convert   Table to Text	Table Tools   Layout   Data   Convert to Text
Convert   Text to Table	Insert   Tables   Table   Convert Text to Table
Delete   Cells	Table Tools   Layout   Rows & Columns   Delete   Delete Cells
Delete   Columns	Table Tools   Layout   Rows & Columns   Delete   Delete Columns
Delete	Table Tools   Layout   Rows & Columns   Delete
Delete   Rows	Table Tools   Layout   Rows & Columns   Delete   Delete Rows
Delete   Table	Table Tools   Layout   Rows & Columns   Delete   Delete Table
Draw Table	Format Text   Paragraph   Borders   Draw Table
Draw Table	Insert   Tables   Table   Draw Table
Draw Table	Table Tools   Design   Draw Borders   Draw Table
Draw Table	Table Tools   Design   Table Styles   Borders   Draw Table
Formula	Table Tools   Layout   Data   Formula
Heading Rows Repeat	Table Tools   Layout   Data   Repeat Header Rows
Hide Gridlines	Table Tools   Design   Borders   View Gridlines
Insert   Cells	Table Tools   Layout   Rows & Columns   Insert Cells
Insert   Columns to the Left	Table Tools   Layout   Rows & Columns   Insert Left
Insert   Columns to the Right	Table Tools   Layout   Rows & Columns   Insert Right
Insert	Insert   Tables   Table
Insert   Rows Above	Table Tools   Layout   Rows & Columns   Insert Above
Insert   Rows Below	Table Tools   Layout   Rows & Columns   Insert Below

Outlook 2003 Location	Outlook 2010 Location
Insert   Table	Insert   Tables   Table   Insert Table
Insert Multidiagonal Cell	Table Tools   Layout   Table   Insert Multidiagonal Cell
Merge Cells	Table Tools   Layout   Merge   Merge Cells
Select   Cell	Table Tools   Layout   Table   Select   Select Cell
Select   Column	Table Tools   Layout   Table   Select   Select Column
Select   Row	Table Tools   Layout   Table   Select   Select Row
Select	Format Text   Editing   Select
Select   Table	Table Tools   Layout   Table   Select   Select Table
Show Gridlines	Table Tools   Design   Borders   View Gridlines
Sort	Format Text   Paragraph   Sort
Sort	Table Tools   Layout   Data   Sort
Split Cells	Table Tools   Layout   Merge   Split Cells
Split Table	Table Tools   Layout   Merge   Split Table
Table AutoFormat	Table Tools   Design   Table Styles
Table Properties	Table Tools   Layout   Cell Size   Properties
Table Properties	Table Tools   Layout   Table   Properties

Window Menu	
Outlook 2003 Location	Outlook 2010 Location
1 <message/discussion>	Removed from Product
Arrange All	Removed from Product
Compare Side by Side with	Removed from Product
New Window	Removed from Product
Split	Removed from Product

Help Menu	
Outlook 2003 Location	Outlook 2010 Location
About Microsoft Office Outlook	File   Help   About Microsoft Outlook
About Microsoft Office Word	File   Help   About Microsoft Outlook
Activate Product	File   Options   Customize Ribbon   All Commands   Activate Product
Check for Updates	File   Help   Check for Updates
Contact Us	File   Help   Contact Us
Customer Feedback Options	File   Options   Customize Ribbon   All Commands   Privacy Options
Detect and Repair	Removed from Product
Microsoft Office Online	File   Help   Getting Started
Microsoft Office Outlook Help	Upper Ribbon   Help
Microsoft Office Word Help	Help
Show the Office Assistant	Removed from Product

3-D Settings Toolbar	
Outlook 2003 Location	Outlook 2010 Location
3-D Color	Drawing Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
3-D Color	Drawing Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
3-D Color	Picture Tools   Format   Picture Styles   Dialog Box Launcher   3-D Format   Depth   Color
3-D Color	SmartArt Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
3-D Color	SmartArt Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
3-D On/Off	Drawing Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
3-D On/Off	Drawing Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
3-D On/Off	Picture Tools   Format   Picture Styles   Dialog Box Launcher   3-D Format   Depth   Color
3-D On/Off	SmartArt Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
3-D On/Off	SmartArt Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
Depth	Drawing Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
Depth	Drawing Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
Depth	Picture Tools   Format   Picture Styles   Dialog Box Launcher   3-D Format   Depth   Color
Depth	SmartArt Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
Depth	SmartArt Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color

Outlook 2003 Location	Outlook 2010 Location
Direction	Drawing Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
Direction	Drawing Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
Direction	Picture Tools   Format   Picture Styles   Dialog Box Launcher   3-D Format   Depth   Color
Direction	SmartArt Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
Direction	SmartArt Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
Lighting	Drawing Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
Lighting	Drawing Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
Lighting	Picture Tools   Format   Picture Styles   Dialog Box Launcher   3-D Format   Depth   Color
Lighting	SmartArt Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
Lighting	SmartArt Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
Surface	Drawing Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
Surface	Drawing Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
Surface	Picture Tools   Format   Picture Styles   Dialog Box Launcher   3-D Format   Depth   Color
Surface	SmartArt Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
Surface	SmartArt Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Down	Drawing Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Down	Drawing Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Down	Picture Tools   Format   Picture Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Down	SmartArt Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Down	SmartArt Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Left	Drawing Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Left	Drawing Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Left	Picture Tools   Format   Picture Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Left	SmartArt Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Left	SmartArt Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Right	Drawing Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Right	Drawing Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Right	Picture Tools   Format   Picture Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Right	SmartArt Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Right	SmartArt Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Up	Drawing Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Up	Drawing Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Up	Picture Tools   Format   Picture Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Up	SmartArt Tools   Format   Shape Styles   Dialog Box Launcher   3-D Format   Depth   Color
Tilt Up	SmartArt Tools   Format   WordArt Styles   Dialog Box Launcher   3-D Format   Depth   Color

**Actions Menu**

Outlook 2003 Location	Outlook 2010 Location
<b>Outlook 2003 Location</b>	<b>Outlook 2010 Location</b>
Create Rule	Message   Move   Rules   Create Rule
Follow Up   Add Reminder	Message   Tags   Follow Up   Add Reminder
Follow Up   Blue Flag	Message   Tags   Categorize   Blue Category
Follow Up   Clear Flag	Message   Tags   Follow Up   Clear Flag
Follow Up   Flag Complete	Message   Tags   Follow Up   Mark Complete
Follow Up	Message   Options   Follow Up
Follow Up   Green Flag	Message   Tags   Categorize   Green Category
Follow Up   Orange Flag	Message   Tags   Categorize   Orange Category
Follow Up   Purple Flag	Message   Tags   Categorize   Purple Category
Follow Up   Red Flag	Message   Tags   Categorize   Red Category
Follow Up   Set Default Flag   Blue Flag as Default	Removed from Product
Follow Up   Set Default Flag   Green Flag as Default	Removed from Product
Follow Up   Set Default Flag   Orange Flag as Default	Removed from Product
Follow Up   Set Default Flag   Purple Flag as Default	Removed from Product
Follow Up   Set Default Flag   Red Flag as Default	Removed from Product
Follow Up   Set Default Flag	Removed from Product
Follow Up   Set Default Flag   Yellow Flag as Default	Removed from Product
Follow Up   Yellow Flag	Message   Tags   Categorize   Yellow Category
Forward	Message   Respond   Forward
Forward	Quick Access Toolbar   Forward
Junk E-mail   Add Recipient to Safe Recipients List	Message   Delete   Junk   Never Block this Group or Mailing List
Junk E-mail   Add Sender to Blocked Senders List	Message   Delete   Junk   Block Sender
Junk E-mail   Add Sender to Safe Senders List	Message   Delete   Junk   Never Block Sender

Junk E-mail   Add Sender's Domain (@example.com) to Safe Senders List	Message   Delete   Junk   Never Block Sender's Domain (@example.com)
Junk E-mail   Junk E-mail Options	Message   Delete   Junk   Junk E-mail Options
Junk E-mail   Mark as Not Junk	Message   Delete   Junk   Not Junk
New Instant Message	Message   Respond   IM
New Mail Message	Home   New   New E-mail
New Post in This Folder	File   New Post in This Folder
New Post in This Folder	File   Options   Customize Ribbon   All Commands   New Post in This Folder
Post Reply to Folder	Message   Move   Actions   Other Actions   Post Reply to Folder
Recall This Message	Message   Move   Actions   Recall This Message
Reply	Message   Respond   Reply
Reply	Quick Access Toolbar   Reply
Reply to All	Message   Respond   Reply All
Reply to All	Quick Access Toolbar   Reply All
Resend This Message	Message   Move   Actions   Resend This Message

AutoSummarize Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Close	Removed from Product
Highlight/Show Only Summary	Removed from Product
Percent of Original	Removed from Product

AutoText Toolbar	
Outlook 2003 Location	Outlook 2010 Location
All Entries	Insert   Text   Quick Parts   AutoText
AutoText	Insert   Text   Quick Parts   AutoText
New	Insert   Text   Quick Parts   AutoText   Save selection to AutoText gallery

Compare Side by Side Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Compare Side by Side with	Removed from Product
Reset Window Position	Removed from Product
Synchronous Scrolling	Removed from Product

Control Toolbox Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Control Toolbox   Check Box	Developer   Design This Form   Control Toolbox CheckBox
Control Toolbox   Combo Box	Developer   Design This Form   Control Toolbox   ComboBox
Control Toolbox   Command Button	Developer   Design This Form   Control Toolbox   Command Button
Control Toolbox   Design Mode	Removed from Product
Control Toolbox   Image	Developer   Design This Form   Control Toolbox   Image
Control Toolbox   Label	Developer   Design This Form   Control Toolbox   Label
Control Toolbox   List Box	Developer   Design This Form   Control Toolbox   ListBox
Control Toolbox   More Controls	Removed from Product
Control Toolbox   Option Button	Developer   Design This Form   Control Toolbox   OptionButton
Control Toolbox   Properties	Removed from Product



Outlook 2003 Location	Outlook 2010 Location
Control Toolbox   Scroll Bar	Developer   Design This Form   Control Toolbox   ScrollBar
Control Toolbox   Spin Button	Developer   Design This Form   Control Toolbox   SpinButton
Control Toolbox   Text Box	Developer   Design This Form   Control Toolbox   TextBox
Control Toolbox   Toggle Button	Developer   Design This Form   Control Toolbox   ToggleButton
Control Toolbox   View Code	Removed from Product

### Database Toolbar

Outlook 2003 Location	Outlook 2010 Location
Add Record	Removed from Product
Data Form	Removed from Product
Database	Removed from Product
Delete Record	Removed from Product
Find in Field	Removed from Product
Main Document	Removed from Product
Manage Fields	Removed from Product
Sort Ascending	Removed from Product
Sort Descending	Removed from Product
Update Field	Removed from Product

### Diagram Toolbar

Outlook 2003 Location	Outlook 2010 Location
AutoFormat	SmartArt Tools   Design   Styles
Change to	SmartArt Tools   Design   Layouts
Change to   Cycle	SmartArt Tools   Design   Layouts   More Layouts
Change to   Pyramid	SmartArt Tools   Design   Layouts   More Layouts
Change to   Radial	SmartArt Tools   Design   Layouts   More Layouts
Change to   Target	SmartArt Tools   Design   Layouts   More Layouts
Change to   Venn	SmartArt Tools   Design   Layouts   More Layouts
Delete Shape	Select the object and press delete.
Edit Text	SmartArt Tools   Design   Create Graphic   Text Pane
Insert Shape	Smart Art Tools   Design   Create Graphic   Add Shape
Layout   AutoLayout	SmartArt Tools   Design   Layouts
Layout   Expand Diagram	SmartArt Tools   Format   Size
Layout   Fit Diagram to Contents	Click to resize and drag any corner of the diagram until you achieve the size you want.
Layout	SmartArt Tools   Design   Layouts
Layout   Resize Diagram	Select the diagram and click and drag any corner of the diagram's border until you achieve the size you want.
Move Shape Backward	SmartArt Tools   Format   Arrange   Send to Back   Send Backward
Move Shape Forward	SmartArt Tools   Format   Arrange   Bring to Front   Bring Forward
Reverse Diagram	SmartArt Tools   Design   Create Graphic   Right to Left
Text Wrapping	SmartArt Tools   Format   Arrange   Wrap Text
Use AutoFormat	SmartArt Tools   Design   Styles

### Drawing Toolbar

Outlook 2003 Location	Outlook 2010 Location
3-D Style	Drawing Tools   Format   3-D Effects   3-D Effects
Arrow	Insert   Illustrations   Shapes   Lines
Arrow Style	Drawing Tools   Format   Shape Styles   Shape Outline   Arrows
AutoShapes	Insert   Illustrations   Shapes
AutoShapes   Basic Shapes	Insert   Illustrations   Shapes
AutoShapes   Block Arrows	Insert   Illustrations   Shapes
AutoShapes   Callouts	Insert   Illustrations   Shapes
AutoShapes   Connectors	Insert   Illustrations   Shapes
AutoShapes   Flowchart	Insert   Illustrations   Shapes
AutoShapes   Lines	Insert   Illustrations   Shapes
AutoShapes   More AutoShapes	Insert   Illustrations   Clip Art
AutoShapes   Stars and Banners	Insert   Illustrations   Shapes
Clip Art	Insert   Illustrations   Clip Art
Dash Style	Drawing Tools   Format   Shape Styles   Shape Outline   Dashes
Diagram	Insert   Illustrations   SmartArt
Draw   Align or Distribute   Align Bottom	Drawing Tools   Format   Arrange   Align   Align Bottom
Draw   Align or Distribute   Align Center	Drawing Tools   Format   Arrange   Align   Align Center
Draw   Align or Distribute   Align Left	Drawing Tools   Format   Arrange   Align   Align Left
Draw   Align or Distribute   Align Middle	Drawing Tools   Format   Arrange   Align   Align Middle
Draw   Align or Distribute   Align Right	Drawing Tools   Format   Arrange   Align   Align Right
Draw   Align or Distribute   Align Top	Drawing Tools   Format   Arrange   Align   Align Top
Draw   Align or Distribute   Distribute Horizontally	Developer   Arrange   Align   Distribute Horizontally
Draw   Align or Distribute   Distribute Vertically	Developer   Arrange   Align   Distribute Vertically
Draw   Align or Distribute   Relative to Diagram	Removed from Product
Draw   Align or Distribute   Relative to Organization Chart	Removed from Product

Outlook 2003 Location	Outlook 2010 Location
Draw   Align or Distribute   Relative to Page	Drawing Tools   Format   Arrange   Align   Align to Page
Draw   Change AutoShape   Basic Shapes	Insert   Illustrations   Shapes
Draw   Change AutoShape   Block Arrows	Insert   Illustrations   Shapes
Draw   Change AutoShape   Callouts	Insert   Illustrations   Shapes
Draw   Change AutoShape	Drawing Tools   Format   Insert Shapes   Edit Shape   Change Shape
Draw   Change AutoShape   Flowchart	Insert   Illustrations   Shapes
Draw   Change AutoShape   Stars and Banners	Insert   Illustrations   Shapes
Draw   Edit Points	Drawing Tools   Format   Insert Shapes   Edit Shape   Edit Points
Draw   Grid	Removed from Product
Draw   Group	Chart Tools   Format   Arrange   Group   Group
Draw   Group	Diagram Tools   Format   Arrange   Group   Group
Draw   Group	Drawing Tools   Format   Arrange   Group   Group
Draw   Group	Organization Chart Tools   Format   Arrange   Group   Group
Draw   Group	Picture Tools   Format   Arrange   Group   Group
Draw   Group	SmartArt Tools   Format   Arrange   Group   Group
Draw   Group	Text Box Tools   Format   Arrange   Group   Group
Draw   Group	WordArt Tools   Format   Arrange   Group   Group
Draw   Nudge   Down	File   Options   Customize Ribbon   All Commands   Nudge Shadow Down
Draw   Nudge   Left	File   Options   Customize Ribbon   All Commands   Nudge Shadow Left
Draw   Nudge   Right	File   Options   Customize Ribbon   All Commands   Nudge Shadow Right
Draw   Nudge   Up	File   Options   Customize Ribbon   All Commands   Nudge Shadow Up
Draw   Order   Bring Forward	Chart Tools   Format   Arrange   Bring Forward
Draw   Order   Bring Forward	Diagram Tools   Format   Arrange   Bring Forward
Draw   Order   Bring Forward	Drawing Tools   Format   Arrange   Bring Forward
Draw   Order   Bring Forward	Organization Chart Tools   Format   Arrange   Bring Forward
Draw   Order   Bring Forward	Picture Tools   Format   Arrange   Bring Forward
Draw   Order   Bring Forward	SmartArt Tools   Format   Arrange   Bring Forward
Draw   Order   Bring Forward	Text Box Tools   Format   Arrange   Bring Forward
Draw   Order   Bring Forward	WordArt Tools   Format   Arrange   Bring Forward
Draw   Order   Bring in Front of Text	Drawing Tools   Format   Arrange   Bring Forward   Bring in Front of Text
Draw   Order   Bring to Front	Chart Tools   Format   Arrange   Bring Forward   Bring to Front
Draw   Order   Bring to Front	Diagram Tools   Format   Arrange   Bring Forward   Bring to Front
Draw   Order   Bring to Front	Drawing Tools   Format   Arrange   Bring Forward   Bring to Front
Draw   Order   Bring to Front	Organization Chart Tools   Format   Arrange   Bring Forward   Bring to Front
Draw   Order   Bring to Front	Picture Tools   Format   Arrange   Bring Forward   Bring to Front
Draw   Order   Bring to Front	SmartArt Tools   Format   Arrange   Bring Forward   Bring to Front
Draw   Order   Bring to Front	Text Box Tools   Format   Arrange   Bring Forward   Bring to Front
Draw   Order   Bring to Front	WordArt Tools   Format   Arrange   Bring Forward   Bring to Front
Draw   Order   Send Backward	Chart Tools   Format   Arrange   Send Backward
Draw   Order   Send Backward	Diagram Tools   Format   Arrange   Send Backward
Draw   Order   Send Backward	Drawing Tools   Format   Arrange   Send Backward
Draw   Order   Send Backward	Organization Chart Tools   Format   Arrange   Send Backward
Draw   Order   Send Backward	Picture Tools   Format   Arrange   Send Backward
Draw   Order   Send Backward	SmartArt Tools   Format   Arrange   Send Backward
Draw   Order   Send Backward	Text Box Tools   Format   Arrange   Send Backward
Draw   Order   Send Backward	WordArt Tools   Format   Arrange   Send Backward
Draw   Order   Send Behind Text	Drawing Tools   Format   Arrange   Send Backward   Send Behind Text
Draw   Order   Send to Back	Chart Tools   Format   Arrange   Send Backward   Send to Back
Draw   Order   Send to Back	Diagram Tools   Format   Arrange   Send Backward   Send to Back
Draw   Order   Send to Back	Drawing Tools   Format   Arrange   Send Backward   Send to Back
Draw   Order   Send to Back	Organization Chart Tools   Format   Arrange   Send Backward   Send to Back
Draw   Order   Send to Back	Picture Tools   Format   Arrange   Send Backward   Send to Back
Draw   Order   Send to Back	SmartArt Tools   Format   Arrange   Send Backward   Send to Back
Draw   Order   Send to Back	Text Box Tools   Format   Arrange   Send Backward   Send to Back
Draw   Order   Send to Back	WordArt Tools   Format   Arrange   Send Backward   Send to Back
Draw   Regroup	Chart Tools   Format   Arrange   Group   Regroup
Draw   Regroup	Diagram Tools   Format   Arrange   Group   Regroup
Draw   Regroup	Drawing Tools   Format   Arrange   Group   Regroup
Draw   Regroup	Organization Chart Tools   Format   Arrange   Group   Regroup
Draw   Regroup	Picture Tools   Format   Arrange   Group   Regroup
Draw   Regroup	SmartArt Tools   Format   Arrange   Group   Regroup
Draw   Regroup	Text Box Tools   Format   Arrange   Group   Regroup
Draw   Regroup	WordArt Tools   Format   Arrange   Group   Regroup
Draw   Reroute Connectors	Drawing Tools   Format   Insert Shapes   Edit Shape   Reroute Connectors
Draw   Rotate or Flip   Flip Horizontal	Chart Tools   Format   Arrange   Rotate   Flip Horizontal
Draw   Rotate or Flip   Flip Horizontal	Drawing Tools   Format   Arrange   Rotate   Flip Horizontal
Draw   Rotate or Flip   Flip Horizontal	Picture Tools   Format   Arrange   Rotate   Flip Horizontal
Draw   Rotate or Flip   Flip Horizontal	SmartArt Tools   Format   Arrange   Rotate   Flip Horizontal
Draw   Rotate or Flip   Flip Horizontal	Text Box Tools   Format   Arrange   Rotate   Flip Horizontal
Draw   Rotate or Flip   Flip Horizontal	WordArt Tools   Format   Arrange   Rotate   Flip Horizontal
Draw   Rotate or Flip   Flip Vertical	Chart Tools   Format   Arrange   Rotate   Flip Vertical
Draw   Rotate or Flip   Flip Vertical	Drawing Tools   Format   Arrange   Rotate   Flip Vertical

Outlook 2003 Location	Outlook 2010 Location
Draw   Rotate or Flip   Flip Vertical	Picture Tools   Format   Arrange   Rotate   Flip Vertical
Draw   Rotate or Flip   Flip Vertical	SmartArt Tools   Format   Arrange   Rotate   Flip Vertical
Draw   Rotate or Flip   Flip Vertical	Text Box Tools   Format   Arrange   Rotate   Flip Vertical
Draw   Rotate or Flip   Flip Vertical	WordArt Tools   Format   Arrange   Rotate   Flip Vertical
Draw   Rotate or Flip   Free Rotate	Click object to select and drag green anchor around to rotate freely.
Draw   Rotate or Flip   Rotate Left 90°	Chart Tools   Format   Arrange   Rotate   Rotate Left 90°
Draw   Rotate or Flip   Rotate Left 90°	Drawing Tools   Format   Arrange   Rotate   Rotate Left 90°
Draw   Rotate or Flip   Rotate Left 90°	Picture Tools   Format   Arrange   Rotate   Rotate Left 90°
Draw   Rotate or Flip   Rotate Left 90°	SmartArt Tools   Format   Arrange   Rotate   Rotate Left 90°
Draw   Rotate or Flip   Rotate Left 90°	Text Box Tools   Format   Arrange   Rotate   Rotate Left 90°
Draw   Rotate or Flip   Rotate Left 90°	WordArt Tools   Format   Arrange   Rotate   Rotate Left 90°
Draw   Rotate or Flip   Rotate Right 90°	Chart Tools   Format   Arrange   Rotate   Rotate Right 90°
Draw   Rotate or Flip   Rotate Right 90°	Drawing Tools   Format   Arrange   Rotate   Rotate Right 90°
Draw   Rotate or Flip   Rotate Right 90°	Picture Tools   Format   Arrange   Rotate   Rotate Right 90°
Draw   Rotate or Flip   Rotate Right 90°	SmartArt Tools   Format   Arrange   Rotate   Rotate Right 90°
Draw   Rotate or Flip   Rotate Right 90°	Text Box Tools   Format   Arrange   Rotate   Rotate Right 90°
Draw   Rotate or Flip   Rotate Right 90°	WordArt Tools   Format   Arrange   Rotate   Rotate Right 90°
Draw   Set AutoShape Defaults	Removed from Product
Draw   Text Wrapping	Drawing Tools   Format   Arrange   Text Wrapping
Draw   Ungroup	Chart Tools   Format   Arrange   Group   Ungroup
Draw   Ungroup	Diagram Tools   Format   Arrange   Group   Ungroup
Draw   Ungroup	Drawing Tools   Format   Arrange   Group   Ungroup
Draw   Ungroup	Organization Chart Tools   Format   Arrange   Group   Ungroup
Draw   Ungroup	Picture Tools   Format   Arrange   Group   Ungroup
Draw   Ungroup	SmartArt Tools   Format   Arrange   Group   Ungroup
Draw   Ungroup	Text Box Tools   Format   Arrange   Group   Ungroup
Draw   Ungroup	WordArt Tools   Format   Arrange   Group   Ungroup
Fill Color	Chart Tools   Format   Shape Styles   Shape Fill
Font Color	Message   Basic Text   Font Color
Ink Drawing and Writing	Message   Ink   Start Inking
Line	Insert   Illustrations   Shapes
Line Color	Drawing Tools   Format   Shape Styles   Shape Fill
Line Style	Drawing Tools   Format   Shape Styles   Shape Outline
Oval	Insert   Illustrations   Shapes
Picture	Chart Tools   Layout   Insert   Picture
Picture	Insert   Illustrations   Picture
Rectangle	Insert   Illustrations   Shapes
Select Objects	Format Text   Editing   Select   Select Objects
Select Objects	Ink Tools   Pens   Format   Select Objects
Select Objects	Ink Tools   Pens   Select   Select Objects
Select Objects	Ink Tools   Pens   Write   Select Objects
Shadow Style	Drawing Tools   Format   Shape Styles   Shape Effects   Shadow
Text Box	Chart Tools   Layout   Insert   Draw Text Box   Text Box
Text Box	Insert   Text   Text Box   Text Box
Text Box	Text Box Tools   Format   Text   Draw Text Box   Text Box
Vertical Text Box	Drawing Tools   Format   Insert Shapes   Text Box   Vertical Text Box
WordArt	Insert   Text   WordArt

Drawing Canvas Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Expand	Insert   Shapes   New Drawing Canvas   <right-click canvas bottom border>   Expand
Fit	Insert   Shapes   New Drawing Canvas   <right-click canvas bottom border>   Fit
Scale Drawing	Insert   Shapes   New Drawing Canvas   <right-click canvas bottom border>   Scale Drawing
Text Wrapping	Drawing Tools   Format   Arrange   Text Wrapping

E-mail Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Align Left	Format Text   Paragraph   Align Left
Align Left	New Mail Message   Basic Text   Align Left
Align Right	Format Text   Paragraph   Align Right
Align Right	New Mail Message   Basic Text   Align Right
Bold	Format Text   Font   Bold
Bold	New Mail Message   Basic Text   Bold
Bullets	Format Text   Paragraph   Bullets
Bullets	New Mail Message   Basic Text   Bold
Center	Format Text   Paragraph   Center
Center	New Mail Message   Basic Text   Center
Copy	Format Text   Clipboard   Copy
Copy	New Mail Message   Clipboard   Copy
Cut	Format Text   Clipboard   Cut

Outlook 2003 Location	Outlook 2010 Location
Cut	New Mail Message   Clipboard   Cut
Decrease Indent	Format Text   Paragraph   Decrease Indent
Decrease Indent	New Mail Message   Basic Text   Decrease Indent
Distributed	Format Text   Paragraph   Distributed
Distributed	New Mail Message   Basic Text   Distributed
Font Color	Format Text   Paragraph   Bullets
Font Color	Message   Basic Text   Font Color
Font Size	Format Text   Font   Font Size
Font Size	New Mail Message   Basic Text   Font Size
Font	Format Text   Font   Font
Font	New Mail Message   Basic Text   Font
Increase Indent	Format Text   Paragraph   Increase Indent
Increase Indent	New Mail Message   Basic Text   Increase Indent
Italic	Format Text   Font   Italic
Italic	New Mail Message   Basic Text   Italic
Left-to-Right	Format Text   Paragraph   Left-to-Right
Left-to-Right	New Mail Message   Basic Text   Left-to-Right
Numbering	Format Text   Paragraph   Bullets
Numbering	Message   Basic Text   Numbering
Paste	Format Text   Clipboard   Paste
Paste	New Mail Message   Clipboard   Paste
Print	File   Print   Print
Print	Quick Access Toolbar   Quick Print
Right-to-Left	Format Text   Paragraph   Right-to-Left
Right-to-Left	New Mail Message   Basic Text   Right-to-Left
Save	File   Save
Save	Quick Access Toolbar   Save
Translate	Review   Language   Translate   Translate Selected Text
Underline	Format Text   Font   Underline
Underline	New Mail Message   Basic Text   Underline

Exit Design Mode Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Design Mode	Removed from Product

Extended Formatting Toolbar	
Outlook 2003 Location	Outlook 2010 Location
1.5 Spacing	Format Text   Paragraph   Line and Paragraph Spacing   1.5
Columns	Removed from Product
Combine Characters	Removed from Product
Dot Accent	Removed from Product
Double Spacing	Format Text   Paragraph   Line and Paragraph Spacing   2.0
Double Strikethrough	Format Text   Font   Dialog Box Launcher   Double Strikethrough
Enclose Characters	Removed from Product
Highlight	Format Text   Paragraph   Text Highlight Color
Highlight	Message   Basic Text   Text Highlight Color
Phonetic Guide	Format Text   Font   Phonetic Guide
Single Spacing	Format Text   Paragraph   Line and Paragraph Spacing   1.0

Form Menu	
Outlook 2003 Location	Outlook 2010 Location
Advanced Properties	Developer   Tools   Advanced Properties
Control Toolbox	Developer   Tools   Control Toolbox
Display This Page	Developer   Form   Page   Display This Page
Edit Compose Page	Developer   Form   Page   Edit Compose Page
Edit Read Page	Developer   Form   Page   Edit Read Page
Field Chooser	Developer   Tools   Field Chooser
Properties	Developer   Tools   Property Sheet
Rename Page	Developer   Form   Page   Rename Page
Run This Form	Developer   Form   Run This Form
Separate Read Layout	Developer   Form   Page   Separate Read Layout
Set Grid Size	Developer   Arrange   Align   Set Grid Size
View Code	Developer   Form   View Code

Form Design Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Align Center	Developer   Form   Design This Form   Developer   Arrange   Align   Center
Align Left	Developer   Form   Design This Form   Developer   Arrange   Align   Left
Bring to Front	Developer   Form   Design This Form   Developer   Arrange   Bring to Front
Control Toolbox	Developer   Form   Design This Form   Developer   Tools   Control Toolbox

Outlook 2003 Location	Outlook 2010 Location
Edit Compose Page	Developer   Form   Design This Form   Developer   Design   Edit Compose Page
Edit Read Page	Developer   Form   Design This Form   Developer   Design   Edit Read Page
Field Chooser	Developer   Form   Design This Form   Developer   Tools   Field Chooser
Group	Developer   Form   Design This Form   Developer   Arrange   Group
Properties	Developer   Form   Design This Form   Developer   Tools   Property Sheet
Publish Form	Developer   Form   Design This Form   Developer   Form   Publish   Publish Form
Send to Back	Developer   Form   Design This Form   Developer   Arrange   Send to Back
Snap to Grid	Developer   Form   Design This Form   Developer   Arrange   Align   Snap to Grid
Ungroup	Developer   Form   Design This Form   Developer   Arrange   Ungroup
View Code	Developer   Form   Design This Form   Developer   Form   View Code
Width	Developer   Arrange   Size   Make Same Size   Width

Formatting Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Align Left	Format Text   Paragraph   Align Left
Align Left	New Mail Message   Basic Text   Align Left
Align Right	Format Text   Paragraph   Align Right
Align Right	New Mail Message   Basic Text   Align Right
Bold	Format Text   Font   Bold
Bold	New Mail Message   Basic Text   Bold
Borders	Format Text   Paragraph   Borders
Bullets	Format Text   Paragraph   Bullets
Bullets	Message   Basic Text   Bullets
Center	Format Text   Paragraph   Center
Center	New Mail Message   Basic Text   Center
Decrease Indent	Format Text   Paragraph   Decrease Indent
Decrease Indent	New Mail Message   Basic Text   Decrease Indent
Distributed	Format Text   Paragraph   Distributed
Distributed	New Mail Message   Basic Text   Distributed
Font Color	Format Text   Font   Font Color
Font Color	Message   Basic Text   Font Color
Font Size	Format Text   Font   Font Size
Font Size	New Mail Message   Basic Text   Font Size
Font	Format Text   Font   Font
Font	New Mail Message   Basic Text   Font
Highlight	Format Text   Font   Text Highlight Color
Highlight	Message   Basic Text   Text Highlight Color
Horizontal Line	Removed from Product
Increase Indent	Format Text   Paragraph   Increase Indent
Increase Indent	New Mail Message   Basic Text   Increase Indent
Italic	Format Text   Font   Italic
Italic	New Mail Message   Basic Text   Italic
Justify	Format Text   Paragraph   Justify
Keyboard Language	Review   Language   Language   Language Preferences
Left-to-Right	Format Text   Paragraph   Left-to-Right
Left-to-Right	New Mail Message   Basic Text   Left-to-Right
Line spacing	Format Text   Paragraph   Dialog Box Launcher   Spacing
Numbering	Format Text   Paragraph   Numbering
Numbering	Message   Basic Text   Numbering
Right-to-Left	Format Text   Paragraph   Right-to-Left
Right-to-Left	New Mail Message   Basic Text   Right-to-Left
Style	Format Text   Styles
Styles and Formatting	Format Text   Styles   Styles
Underline	Format Text   Font   Underline
Underline	New Mail Message   Basic Text   Underline

Forms Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Check Box	Removed from Product
Combo Box	Removed from Product
Draw Table	Removed from Product
Edit Box	Removed from Product
Frame	Removed from Product
Insert Table	Removed from Product
Properties	Removed from Product
Protect Form	Removed from Product
Reset Form Fields	Removed from Product
Show Field Shading	Removed from Product

Frames Toolbar	
Outlook 2003 Location	Outlook 2010 Location

Outlook 2003 Location	Outlook 2010 Location
Borders and Shading	Removed from Product
Copy	Removed from Product
Cut	Removed from Product
Delete Comment	Removed from Product
Delete Frame	Removed from Product
Format Frame	Removed from Product
Frame Properties	Removed from Product
New Frame Above	Removed from Product
New Frame Below	Removed from Product
New Frame Left	Removed from Product
New Frame Right	Removed from Product
Paste	Removed from Product
Paste Table	Removed from Product
Table of Contents in Frame	Removed from Product

Full Screen Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Full Screen   Close Full Screen	Removed from Product

Function Key Display Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Function Key 1	Removed from Product
Function Key 10	Removed from Product
Function Key 11	Removed from Product
Function Key 12	Removed from Product
Function Key 2	Removed from Product
Function Key 3	Removed from Product
Function Key 4	Removed from Product
Function Key 5	Removed from Product
Function Key 6	Removed from Product
Function Key 7	Removed from Product
Function Key 8	Removed from Product
Function Key 9	Removed from Product

Header and Footer Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Close	Removed from Product
Date	Removed from Product
Format Page Numbers	Removed from Product
Hide Body Text	Removed from Product
Insert AutoText   (List of AutoText Entries)	Removed from Product
Insert AutoText	Removed from Product
Link to Previous	Removed from Product
Next Header	Removed from Product
Number of Pages	Removed from Product
Page Number	Removed from Product
Page Setup	Removed from Product
Previous Header	Removed from Product
Show Header/Footer	Removed from Product
Time	Removed from Product

Ink Annotations Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Annotation Pen	Message   Ink   Start Inking
Eraser	Ink Tools   Pens   Write   Eraser
Line Color	Ink Tools   Pens   Pens   Color
Line Style	Ink Tools   Pens   Pens   Thickness
Select Objects	Format Text   Editing   Select   Select Objects
Select Objects	Ink Tools   Pens   Write   Select Objects
Stop Erasing	Select a different writing tool to stop erasing.

Ink Drawing and Writing Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Drawing and Writing Pen	Ink Tools   Pens
Eraser	Ink Tools   Pens   Pens   Eraser
Line Color	Ink Tools   Pens   Pens   Color
Line Style	Ink Tools   Pens   Pens   Thickness
Select Objects	Format Text   Editing   Select   Select Objects
Select Objects	Ink Tools   Pens   Write   Select Objects
Stop Erasing	Select a different writing tool to stop erasing.

Outlook 2003 Location	Outlook 2010 Location
<b>Japanese Greetings Toolbar</b>	
Outlook 2003 Location	Outlook 2010 Location
Closing	Insert   Text   Japanese Greetings   Closing
Greeting	Insert   Text   Japanese Greetings   Greeting
Opening	Insert   Text   Japanese Greetings   Opening
<b>Layout Menu</b>	
Outlook 2003 Location	Outlook 2010 Location
Align   Bottom	Developer   Arrange   Align   Bottom
Align   Center	Developer   Arrange   Align   Center
Align   Left	Developer   Arrange   Align   Left
Align   Middle	Developer   Arrange   Align   Middle
Align   Right	Developer   Arrange   Align   Right
Align   To Grid	Developer   Arrange   Align   Align to Grid
Align   Top	Developer   Arrange   Align   Top
Arrange	Developer   Arrange   Align   Arrange
Arrange   Bottom	Developer   Arrange   Align   Arrange   Bottom
Arrange   Right	Developer   Arrange   Align   Arrange   Right
AutoLayout	Developer   Arrange   Align   AutoLayout
Center in Form	Developer   Arrange   Align   Center in Form
Center in Form   Horizontally	Developer   Arrange   Align   Center in Form   Horizontally
Center in Form   Vertically	Developer   Arrange   Align   Center in Form   Vertically
Group	Chart Tools   Format   Arrange   Group   Group
Group	Diagram Tools   Format   Arrange   Group   Group
Group	Drawing Tools   Format   Arrange   Group   Group
Group	Organization Chart Tools   Format   Arrange   Group   Group
Group	Picture Tools   Format   Arrange   Group   Group
Group	SmartArt Tools   Format   Arrange   Group   Group
Group	Text Box Tools   Format   Arrange   Group   Group
Group	WordArt Tools   Format   Arrange   Group   Group
Horizontal Spacing   Decrease	Developer   Arrange   Align   Distribute Horizontally   Decrease Horizontal
Horizontal Spacing   Increase	Developer   Arrange   Align   Distribute Horizontally   Increase Horizontal
Horizontal Spacing   Make Equal	Developer   Arrange   Align   Distribute Horizontally   Equal Horizontal
Horizontal Spacing   Remove	Developer   Arrange   Align   Distribute Horizontally   Remove
Make Same Size   Both	Developer   Arrange   Size   Make Same Size   Both
Make Same Size   Height	Developer   Arrange   Size   Make Same Size   Height
Make Same Size   Width	Developer   Arrange   Size   Make Same Size   Width
Order   Bring Forward	Chart Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Diagram Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Drawing Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Organization Chart Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Picture Tools   Format   Arrange   Bring Forward
Order   Bring Forward	SmartArt Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Text Box Tools   Format   Arrange   Bring Forward
Order   Bring Forward	WordArt Tools   Format   Arrange   Bring Forward
Order   Bring to Front	Chart Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Diagram Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Drawing Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Organization Chart Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Picture Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	SmartArt Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Text Box Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	WordArt Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Send Backward	Chart Tools   Format   Arrange   Send Backward
Order   Send Backward	Diagram Tools   Format   Arrange   Send Backward
Order   Send Backward	Drawing Tools   Format   Arrange   Send Backward
Order   Send Backward	Organization Chart Tools   Format   Arrange   Send Backward
Order   Send Backward	Picture Tools   Format   Arrange   Send Backward
Order   Send Backward	SmartArt Tools   Format   Arrange   Send Backward
Order   Send Backward	Text Box Tools   Format   Arrange   Send Backward
Order   Send Backward	WordArt Tools   Format   Arrange   Send Backward
Order   Send to Back	Chart Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Diagram Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Drawing Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Organization Chart Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Picture Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	SmartArt Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Text Box Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	WordArt Tools   Format   Arrange   Send Backward   Send to Back
Show Grid	Developer   Arrange   Align   Show Grid

Outlook 2003 Location	Outlook 2010 Location
Size to Fit	Developer   Arrange   Size   Size to Fit
Size to Grid	Developer   Arrange   Size   Size to Grid
Snap to Grid	Developer   Arrange   Align   Snap to Grid
Tab Order	Developer   Arrange   Tab Order
Ungroup	Chart Tools   Format   Arrange   Group   Ungroup
Ungroup	Diagram Tools   Format   Arrange   Group   Ungroup
Ungroup	Drawing Tools   Format   Arrange   Group   Ungroup
Ungroup	Organization Chart Tools   Format   Arrange   Group   Ungroup
Ungroup	Picture Tools   Format   Arrange   Group   Ungroup
Ungroup	SmartArt Tools   Format   Arrange   Group   Ungroup
Ungroup	Text Box Tools   Format   Arrange   Group   Ungroup
Ungroup	WordArt Tools   Format   Arrange   Group   Ungroup
Vertical Spacing   Decrease	Developer   Arrange   Align   Distribute Vertically   Decrease Vertical
Vertical Spacing   Increase	Developer   Arrange   Align   Distribute Vertically   Increase Vertical
Vertical Spacing   Make Equal	Developer   Arrange   Align   Distribute Vertically   Equal Vertical
Vertical Spacing   Remove	Developer   Arrange   Align   Distribute Vertically   Remove

Mail Merge Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Error Check Merge	Removed from Product
Find Entry	Removed from Product
First	Removed from Product
Highlight Merge Fields	Removed from Product
Insert Address Block	Removed from Product
Insert Greeting Line	Removed from Product
Insert Merge Field	Removed from Product
Insert Merge Fields	Removed from Product
Insert Word Field   Ask	Removed from Product
Insert Word Field   Fill-in	Removed from Product
Insert Word Field   IfThenElse	Removed from Product
Insert Word Field   Merge Record #	Removed from Product
Insert Word Field   Merge Sequence #	Removed from Product
Insert Word Field   Next Record	Removed from Product
Insert Word Field   Next Record If	Removed from Product
Insert Word Field   Set Bookmark	Removed from Product
Insert Word Field   Skip Record If	Removed from Product
Last	Removed from Product
Mail Merge Recipients	Removed from Product
Main document setup	Removed from Product
Match Fields	Removed from Product
Merge to Document	Removed from Product
Merge to E-mail	Removed from Product
Merge to Fax	Removed from Product
Merge to Printer	Removed from Product
Next	Removed from Product
Open Data Source	Removed from Product
Previous	Removed from Product
Propagate Labels	Removed from Product
Record	Removed from Product
Show Fields/Values	Removed from Product

Microsoft Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Microsoft Access	Removed from Product
Microsoft Excel	Removed from Product
Microsoft Office PowerPoint	Removed from Product
Microsoft Outlook	Removed from Product
Microsoft Project	Removed from Product
Microsoft Publisher	Removed from Product
Microsoft Schedule+	Removed from Product
Microsoft Visual FoxPro	Removed from Product

Organization Chart Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Autoformat	SmartArt Tools   Design   SmartArt Styles
Insert Shape	SmartArt Design   Create Graphic   Layout   Add Shape
Layout   AutoLayout	SmartArt Tools   Design   Layouts
Layout   Both Hanging	SmartArt Design   Create Graphic   Layout   Both
Layout   Left Hanging	SmartArt Design   Create Graphic   Layout   Left Hanging
Layout   Right Hanging	SmartArt Design   Create Graphic   Layout   Right Hanging
Layout   Standard	SmartArt Design   Create Graphic   Layout   Standard



Outlook 2003 Location	Outlook 2010 Location
Select   All Assistants	Click each object to select. To select several objects, press CTRL and click each object.
Select   All Connecting Lines	Click each object to select. To select several objects, press CTRL and click each object.
Select   Branch	Click each object to select. To select several objects, press CTRL and click each object.
Select   Level	Click each object to select. To select several objects, press CTRL and click each object.
Text Wrapping	SmartArt Tools   Format   Arrange   Text Wrapping
Zoom	Message   Zoom   Zoom

### Outlining Toolbar

Outlook 2003 Location	Outlook 2010 Location
Collapse	Removed from Product
Collapse Subdocuments	Removed from Product
Create Subdocument	Removed from Product
Delete Subdocument	Removed from Product
Demote	Removed from Product
Demote to Body Text	Removed from Product
Expand	Removed from Product
First Line Only View	Removed from Product
Go to TOC	Removed from Product
Import Subdocument	Removed from Product
Master Document View	Removed from Product
Merge Subdocument	Removed from Product
Move Down	Removed from Product
Move Up	Removed from Product
Outline Level	Removed from Product
Promote	Removed from Product
Promote to Heading 1	Removed from Product
Protect Subdocument	Removed from Product
Show Formatting	Removed from Product
Show Level	Removed from Product
Split Subdocument	Removed from Product
Update TOC	Removed from Product

### Picture Toolbar

Outlook 2003 Location	Outlook 2010 Location
Color	Picture Tools   Format   Adjust   Color
Compress Pictures	Picture Tools   Format   Adjust   Compress Pictures
Compress Pictures	Picture Tools   Format   Adjust   Compress Pictures
Crop	Picture Tools   Format   Size   Crop
Format <object>	Picture Tools   Format   Picture Styles   Dialog Box Launcher
Less Brightness	Picture Tools   Format   Adjust   Corrections
Less Contrast	Picture Tools   Format   Adjust   Corrections
Line Style	Picture Tools   Format   Picture Styles   Picture Border   Weight
More Brightness	Picture Tools   Format   Adjust   Corrections
More Contrast	Picture Tools   Format   Adjust   Corrections
Picture	Chart Tools   Layout   Insert   Picture
Picture	Insert   Illustrations   Picture
Reset Picture	Picture Tools   Format   Adjust   Reset Picture
Rotate Left 90°	Chart Tools   Format   Arrange   Rotate   Rotate Left 90°
Rotate Left 90°	Drawing Tools   Format   Arrange   Rotate   Rotate Left 90°
Rotate Left 90°	Picture Tools   Format   Arrange   Rotate   Rotate Left 90°
Rotate Left 90°	SmartArt Tools   Format   Arrange   Rotate   Rotate Left 90°
Rotate Left 90°	Text Box Tools   Format   Arrange   Rotate   Rotate Left 90°
Rotate Left 90°	WordArt Tools   Format   Arrange   Rotate   Rotate Left 90°
Set Transparent Color	Picture Tools   Format   Adjust   Color   Set Transparent Color
Text Wrapping	Picture Tools   Format   Arrange   Text Wrapping

### Print Preview Toolbar

Outlook 2003 Location	Outlook 2010 Location
Close	Removed from Product
Full Screen	Removed from Product
Magnifier	File   Print   Actual Size
Multiple Pages	File   Print   Multiple Pages
One Page	File   Print   One Page
Print	File   Print   Print
Print	Quick Access Toolbar   Quick Print
Ruler	Removed from Product
Shrink One Page	Removed from Product
Zoom	File   Print   Actual Size

### Reading Layout Toolbar

Outlook 2003 Location	Outlook 2010 Location
Actual Page	Removed from Product
Allow Multiple Pages	Removed from Product
Close	Removed from Product
Decrease Text Size	Removed from Product
Document Map	Removed from Product
Find	Removed from Product
Increase Text Size	Removed from Product
Print	Removed from Product
Research	Removed from Product
Save	Removed from Product
Thumbnails	Removed from Product

Refresh Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Do Not Refresh	Removed from Product
Refresh	Removed from Product

Reviewing Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Accept Change	Removed from Product
Comment	Removed from Product
Display for Review	Removed from Product
End Review	Removed from Product
Highlight	Removed from Product
Ink Annotations	Removed from Product
Ink Comment	Removed from Product
Next	Removed from Product
Previous	Removed from Product
Reject Change/Delete Comment	Removed from Product
Reply with Changes	Removed from Product
Reviewing Pane	Removed from Product
Show   Balloons   Always	Removed from Product
Show   Balloons	Removed from Product
Show   Balloons   Never	Removed from Product
Show   Balloons   Only for Comments/Formatting	Removed from Product
Show   Comments	Removed from Product
Show   Final	Removed from Product
Show   Formatting	Removed from Product
Show   Ink Annotations	Removed from Product
Show   Insertions and Deletions	Removed from Product
Show   Options	Removed from Product
Show   Original	Removed from Product
Show   Reviewers   All Reviewers	Removed from Product
Show   Reviewers	Removed from Product
Show   Reviewing Pane	Removed from Product
Show	Removed from Product
Track Changes	Removed from Product

Shadow Settings Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Nudge Shadow Down	Diagram Tools   Format   Shadow Effects   Nudge Shadow Down
Nudge Shadow Down	Drawing Tools   Format   Shadow Effects   Nudge Shadow Down
Nudge Shadow Down	Organization Chart Tools   Format   Shadow Effects   Nudge Shadow Down
Nudge Shadow Down	Picture Tools   Format   Shadow Effects   Nudge Shadow Down
Nudge Shadow Down	SmartArt Tools   Format   Shape Styles   Dialog Box Launcher   Shadow   Angle/Distance
Nudge Shadow Down	Text Box Tools   Format   Shadow Effects   Nudge Shadow Down
Nudge Shadow Down	WordArt Tools   Format   Shadow Effects   Nudge Shadow Down
Nudge Shadow Left	Diagram Tools   Format   Shadow Effects   Nudge Shadow Left
Nudge Shadow Left	Drawing Tools   Format   Shadow Effects   Nudge Shadow Left
Nudge Shadow Left	Organization Chart Tools   Format   Shadow Effects   Nudge Shadow Left
Nudge Shadow Left	Picture Tools   Format   Shadow Effects   Nudge Shadow Left
Nudge Shadow Left	SmartArt Tools   Format   Shape Styles   Dialog Box Launcher   Shadow   Angle/Distance
Nudge Shadow Left	Text Box Tools   Format   Shadow Effects   Nudge Shadow Left
Nudge Shadow Left	WordArt Tools   Format   Shadow Effects   Nudge Shadow Left
Nudge Shadow Right	Diagram Tools   Format   Shadow Effects   Nudge Shadow Right
Nudge Shadow Right	Drawing Tools   Format   Shadow Effects   Nudge Shadow Right
Nudge Shadow Right	Organization Chart Tools   Format   Shadow Effects   Nudge Shadow Right

Outlook 2003 Location	Outlook 2010 Location
Nudge Shadow Right	Picture Tools   Format   Shadow Effects   Nudge Shadow Right
Nudge Shadow Right	SmartArt Tools   Format   Shape Styles   Dialog Box Launcher   Shadow   Angle/Distance
Nudge Shadow Right	Text Box Tools   Format   Shadow Effects   Nudge Shadow Right
Nudge Shadow Up	WordArt Tools   Format   Shadow Effects   Nudge Shadow Right
Nudge Shadow Up	Diagram Tools   Format   Shadow Effects   Nudge Shadow Up
Nudge Shadow Up	Drawing Tools   Format   Shadow Effects   Nudge Shadow Up
Nudge Shadow Up	Organization Chart Tools   Format   Shadow Effects   Nudge Shadow Up
Nudge Shadow Up	Picture Tools   Format   Shadow Effects   Nudge Shadow Up
Nudge Shadow Up	SmartArt Tools   Format   Shape Styles   Dialog Box Launcher   Shadow   Angle/Distance
Nudge Shadow Up	Text Box Tools   Format   Shadow Effects   Nudge Shadow Up
Nudge Shadow Up	WordArt Tools   Format   Shadow Effects   Nudge Shadow Up
Shadow Color	Diagram Tools   Format   Shadow Effects   Shadow Color
Shadow Color	Drawing Tools   Format   Shadow Effects   Shadow Color
Shadow Color	Organization Chart Tools   Format   Shadow Effects   Shadow Color
Shadow Color	Picture Tools   Format   Shadow Effects   Shadow Color
Shadow Color	SmartArt Tools   Format   Shape Styles   Dialog Box Launcher   Shadow   Color
Shadow Color	Text Box Tools   Format   Shadow Effects   Shadow Color
Shadow Color	WordArt Tools   Format   Shadow Effects   Shadow Color
Shadow On/Off	Diagram Tools   Format   Shadow Effects   Shadow On/Off
Shadow On/Off	Drawing Tools   Format   Shadow Effects   Shadow On/Off
Shadow On/Off	Organization Chart Tools   Format   Shadow Effects   Shadow On/Off
Shadow On/Off	Picture Tools   Format   Shadow Effects   Shadow On/Off
Shadow On/Off	SmartArt Tools   Format   Shape Styles   Shape Effects   Shadow
Shadow On/Off	Text Box Tools   Format   Shadow Effects   Shadow On/Off
Shadow On/Off	WordArt Tools   Format   Shadow Effects   Shadow On/Off

Standard Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Close	File   Close
Columns	Removed from Product
Copy	Format Text   Clipboard   Copy
Copy	New Mail Message   Clipboard   Copy
Create Rule	Message   Move   Rules   Create Rule
Cut	Format Text   Clipboard   Cut
Cut	New Mail Message   Clipboard   Cut
Delete	Contact Group   Actions   Delete Group
Delete	File   Delete
Delete	Message   Delete   Delete
Delete	Quick Access Toolbar   Delete
Document Map	Removed from Product
File	Message   Move   Actions   Edit Message, then Insert   Include   Attach File
Follow Up	Message   Tags   Follow Up
Font Size	Message   Zoom   Zoom
Format Painter	Format Text   Clipboard   Format Painter
Format Painter	New Mail Message   Clipboard   Format Painter
Forward	Message   Respond   Forward
Forward	Quick Access Toolbar   Forward
Hyperlink	Insert   Links   Hyperlink
Insert Excel Spreadsheet	Insert   Tables   Table   Excel Spreadsheet
Insert Ink Annotations	Removed from Product
Insert Table	Insert   Tables   Table
Microsoft Office Outlook Help	Upper Ribbon   Help
Microsoft Office Word Help	Upper Ribbon   Help
Move to Folder	Message   Move   Move
New Message to Contact	Contact Group   Communicate   E-mail
Next Item	Quick Access Toolbar   Next Item
Open	Removed from Product
Paste	Format Text   Clipboard   Paste
Paste	New Mail Message   Clipboard   Paste
Permission (Unrestricted Access)	File   Info   Set Permissions   No Restrictions
Permission	File   Info   Set Permissions
Post Reply	Message   Respond   Post Reply
Previous Item	Quick Access Toolbar   Previous Item
Previous Item	Removed from Product
Print	File   Print   Print
Print	Quick Access Toolbar   Quick Print
Print Preview	File   Print
Print Preview	Quick Access Toolbar   Print Preview
Read	Removed from Product
Redo	Quick Access Toolbar   Redo

Outlook 2003 Location	Outlook 2010 Location
Reply	Message   Respond   Reply
Reply	Quick Access Toolbar   Reply
Reply to All	Message   Respond   Reply All
Reply to All	Quick Access Toolbar   Reply All
Research	Review   Proofing   Research
Save	File   Save
Save	Quick Access Toolbar   Save
Save and Close	Contact Group   Actions   Save & Close
Show All	Format Text   Paragraph   Show All
Spelling and Grammar	Quick Access Toolbar   Spelling & Grammar
Spelling and Grammar	Review   Proofing   Spelling & Grammar
Translate	Message   Editing   Translate   Translate Selected Text
Translate	Review   Language   Translate   Translate Selected Text
Undo	Quick Access Toolbar   Undo
Zoom	Message   Zoom   Zoom

Stop Recording Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Stop Recording   Pause Recording	Removed from Product
Stop Recording   Stop Recording	Removed from Product

System Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Close	Title Bar   Close
Maximize	Title Bar   Maximize
Minimize	Title Bar   Minimize
Move	Title Bar   <right-click>   Move
Restore	Title Bar   Restore
Size	Title Bar   <right-click>   Size

Tables and Borders Toolbar	
Outlook 2003 Location	Outlook 2010 Location
AutoSum	Table Tools   Layout   Data   Formula
Border Color	Table Tools   Design   Draw Borders   Pen Color
Border Style	Table Tools   Design   Draw Borders   Pen Style
Border Width	Table Tools   Design   Draw Borders   Pen Weight
Borders	Format Text   Paragraph   Borders
Cell Alignment	Table Tools   Layout   Alignment
Change Text Direction	Table Tools   Layout   Alignment   Text Direction
Change Text Direction	Text Box Tools   Format   Text   Text Direction
Distribute Columns Evenly	Table Tools   Layout   Cell Size   Distribute Columns
Distribute Rows Evenly	Table Tools   Layout   Cell Size   Distribute Rows
Draw Table	Format Text   Paragraph   Borders   Draw Table
Draw Table	Insert   Tables   Table   Draw Table
Draw Table	Table Tools   Design   Draw Borders   Draw Table
Draw Table	Table Tools   Design   Table Styles   Borders   Draw Table
Eraser	Table Tools   Design   Draw Borders   Eraser
Merge Cells	Table Tools   Layout   Merge   Merge Cells
Shading Color	Table Tools   Design   Table Styles   Shading
Sort Ascending	Table Tools   Layout   Data   Sort
Sort Descending	Table Tools   Layout   Data   Sort
Split Cells	Table Tools   Layout   Merge   Split Cells
Table AutoFormat	Table Tools   Design   Table Styles
Table Insert	Table Tools   Layout   Rows and Columns

Text Box Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Break Forward Link	Drawing Tools   Format   Text   Break Link
Break Forward Link	Text Box Tools   Format   Text   Break Link
Change Text Direction	Table Tools   Layout   Alignment   Text Direction
Change Text Direction	Text Box Tools   Format   Text   Text Direction
Create Text Box Link	Drawing Tools   Format   Text   Create Link
Create Text Box Link	Text Box Tools   Format   Text   Create Link
Next Text Box	Removed from Product
Previous Text Box	Removed from Product

Visual Basic Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Control Toolbox	Developer   Tools   Control Toolbox
Design Mode	Removed from Product

Outlook 2003 Location	Outlook 2010 Location
Macros	Developer   Code   Macros   Macros
Microsoft Script Editor	Removed from Product
Record New Macro	Removed from Product
Security	Developer   Code   Macro Security
Visual Basic Editor	Developer   Code   Visual Basic

Web Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Address	Removed from Product
Back	Removed from Product
Favorites   Add to Favorites	Removed from Product
Favorites	Removed from Product
Favorites   Links	Removed from Product
Favorites   Open Favorites	Removed from Product
Forward	Removed from Product
Go   Back	Removed from Product
Go   Forward	Removed from Product
Go	Removed from Product
Go   Open Hyperlink	Removed from Product
Go   Search the Web	Removed from Product
Go   Set Search Page	Removed from Product
Go   Set Start Page	Removed from Product
Go   Start Page	Removed from Product
Refresh	Removed from Product
Search the Web	Removed from Product
Show Only Web Toolbar	Removed from Product
Start Page	Removed from Product
Stop	Removed from Product

Web Tools Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Checkbox	Removed from Product
Design Mode	Removed from Product
Drop-Down Box	Removed from Product
Hidden	Removed from Product
List Box	Removed from Product
Microsoft Script Editor	Removed from Product
Movie	Removed from Product
Option Button	Removed from Product
Password	Removed from Product
Properties	Removed from Product
Reset	Removed from Product
Scrolling Text	Removed from Product
Sound	Removed from Product
Submit	Removed from Product
Submit with Image	Removed from Product
Text Area	Removed from Product
Textbox	Removed from Product

WordArt Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Edit Text	WordArt Tools   Format   Text   Edit Text
Format Object	WordArt Tools   Format
Text Wrapping	WordArt Tools   Format   Arrange   Text Wrapping
WordArt Alignment	WordArt Tools   Format   Text   Alignment
WordArt Character Spacing	WordArt Tools   Format   Text   Spacing
WordArt Gallery	WordArt Tools   Format   WordArt Styles
WordArt Same Letter Heights	WordArt Tools   Format   Text   Even Height
WordArt Shape	WordArt Tools   Format   WordArt Styles   Change WordArt Shape
WordArt Vertical Text	WordArt Tools   Format   Text   Vertical Text
WordArt	Insert   Text   WordArt

Word Count Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Recount	Review   Proofing   Word Count
Word Count Statistics	Review   Proofing   Word Count

## Outlook Meetings and Appointments

### File Menu

Outlook 2003 Location	Outlook 2010 Location
Close	Removed from Product
Copy to Folder	File   Info   Move to Folder   Copy to Folder
Delete	Home   Delete   Delete
Move to Folder	Home   Actions   Move   Other Folder
New   Appointment	Home   New   New Items
New   Choose Form	File   Choose Form
New   Contact	Home   New   New Items   Contact
New   Distribution List	Home   New   New Items   More Items   Contact Group
New   Internet Fax	Home   New   New Items   More Items   Internet Fax
New   Journal Entry	Home   New   New Items   More Items   Journal Entry
New   Mail Message	Home   New   New Items   E-mail Message
New   Meeting Request	Home   New   New Items   Meeting
New   Note	Home   New   New Items   More Items   Note
New   Task	Home   New   New Items   Task
New   Task Request	Home   New   New Items   More Items   Task Request
Page Setup   Define Print Styles	File   Print   Print Options   Define Styles
Page Setup   Memo Style	File   Print   Memo Style
Page Setup	File   Print
Print Preview	File   Print   Print Options   Preview
Print	File   Print   Print
Properties	File   Info   Properties
Save	File   Save
Save As	File   Save As
Save Attachments	File   Save Attachments

### Edit Menu

Outlook 2003 Location	Outlook 2010 Location
Clear	Select Text or Object   Press the DELETE key
Copy	Format Text   Clipboard   Copy
Copy	New Mail Message   Clipboard   Copy
Cut	Format Text   Clipboard   Cut
Cut	New Mail Message   Clipboard   Cut
Edit Picture Object	Meeting   Find   Find
Find Next	Format Text   Editing   Find   Find Next
Find	Format Text   Editing   Find
Mark as Unread	File   Options   Customize Ribbon   All Commands   Mark as Unread
Object	Click the object, and then click the ribbon tab with tools for that object.
Office Clipboard	Format Text   Clipboard   Office Clipboard
Office Clipboard	New Mail Message   Clipboard   Office Clipboard
Paste	Format Text   Clipboard   Paste
Paste	New Mail Message   Clipboard   Paste
Paste Special	Format Text   Clipboard   Paste   Paste Special
Paste Special	New Mail Message   Clipboard   Paste   Paste Special
Redo	Quick Access Toolbar   Redo
Select All	Format Text   Editing   Select   Select All
Select All	Message   Editing   Select   Select All
Undo	Quick Access Toolbar   Undo

### View Menu

Outlook 2003 Location	Outlook 2010 Location
Calendar	Appointment   Actions   Calendar
Calendar	Message   Calendar   Calendar
Draft Font	Removed from Product
Master Document	Removed from Product
Next   Item	File   Options   Customize Ribbon   All Commands   Next Item
Next   Item	Quick Access Toolbar   Next Item
Next   Last Item in Folder	File   Options   Customize Ribbon   All Commands   Last Item in Folder
Next	Quick Access Toolbar   Next
Next   Unread Item	File   Options   Customize Ribbon   All Commands   Unread Item
Previous   First Item in Folder	File   Options   Customize Ribbon   All Commands   First Item in Folder
Previous   Item	File   Options   Customize Ribbon   All Commands   Previous Item
Previous   Item	Quick Access Toolbar   Previous Item
Previous	Quick Access Toolbar   Previous
Previous   Unread Item	File   Options   Customize Ribbon   All Commands   Unread Item
Toolbars   Customize	File   Options   Customize Ribbon
Toolbars   Formatting	Toolbars have been removed from the product.
Toolbars   Standard	Toolbars have been removed from the product.

Outlook 2003 Location		Outlook 2010 Location	
Toolbars		Toolbars have been removed from the product.	
Insert Menu			
Outlook 2003 Location		Outlook 2010 Location	
File		Insert   Include   Attach File	
File		Message   Move   Actions   Edit Message, then Insert   Include   Attach File	
Item		Insert   Include   Outlook Item	
Item		New Mail Message   Include   Attach Item   Outlook Item	
Object		Insert   Text   Object	
Signature   More		Removed from Product	
Signature		Insert   Include   Signature	
Format Menu			
Outlook 2003 Location		Outlook 2010 Location	
Font		Format Text   Font   Font	
Font		New Mail Message   Basic Text   Font	
Paragraph		Format Text   Paragraph   Paragraph	
Tools Menu			
Outlook 2003 Location		Outlook 2010 Location	
Address Book		Appointment   Attendees   Address Book	
Address Book		New Mail Message   Names   Address Book	
AutoCorrect Options		File   Options   Mail   Spelling and Autocorrect   AutoCorrect Options	
Check Names		Appointment   Attendees   Check Names	
Check Names		New Mail Message   Names   Check Names	
Customize		File   Options   Customize Ribbon	
Forms		Developer   Form	
Forms   Choose Form		File   Choose Form	
Forms   Design a Form		Developer   Form   Design a Form	
Forms   Design This Form		Developer   Form   Design This Form	
Forms   Publish Form		Developer   Form   Publish   Publish Form	
Forms   Publish Form As		Developer   Form   Publish   Publish Form As	
Forms   Script Debugger		File   Options   Customize Ribbon   All Commands   Script Debugger	
Macro		Developer   Code   Macros	
Macro   Macros		Developer   Code   Macros   Macros	
Macro   Security		Developer   Code   Macro Security	
Macro   Visual Basic Editor		Developer   Code   Visual Basic	
Research		Review   Proofing   Research	
Speech		Removed from Product	
Spelling		Review   Proofing   Spelling & Grammar	
Actions Menu			
Outlook 2003 Location		Outlook 2010 Location	
Accept		Meeting   Respond   Accept	
Cancel Invitation		Appointment   Attendees   Cancel Invitation	
Copy to Personal Calendar		Appointment   Actions   Copy to My Calendar	
Decline		Message   Respond   Decline	
Decline and Propose New Time		Message   Respond   Propose New Time   Decline and Propose New Time	
Edit Series		Appointment   Options   Edit Series	
Forward		Appointment   Respond   Respond   Forward	
Forward		Message   Respond   Respond   Forward	
Forward		Quick Access Toolbar   Forward	
Forward as iCalendar		Appointment   Actions   Forward   Forward as iCalendar	
Invite Attendees		Appointment   Attendees   Invite Attendees	
Join Conference		Removed from Product	
Join NetMeeting		Removed from Product	
New Appointment		Home   New   New Appointment	
New Message to Attendees		Message   Respond   Respond	
Recurrence		Appointment   Options   Recurrence	
Reply		Meeting   Respond   Reply	
Reply to All		Meeting   Respond   Reply All	
Reply to All with Message		Meeting   Respond   Respond	
Reply with Message		Meeting   Respond   Respond	
Request Responses		Meeting   Attendees   Responses   Request Responses	
Start NetMeeting		Removed from Product	
Tentative		Message   Respond   Tentative	
Tentative and Propose New Time		Message   Respond   Propose New Time   Tentative and Propose New Time	
Help Menu			
Outlook 2003 Location		Outlook 2010 Location	

Outlook 2003 Location	Outlook 2010 Location
About Microsoft Office Outlook	File   Help   About Microsoft Outlook
About this Form	File   Options   Customize Ribbon   All Commands   About this Form
Activate Product	File   Options   Customize Ribbon   All Commands   Activate Product
Check for Updates	File   Help   Check for Updates
Contact Us	File   Help   Contact Us
Customer Feedback Options	File   Options   Customize Ribbon   All Commands   Privacy Options
Detect and Repair	Removed from Product
Microsoft Office Online	File   Help   Getting Started
Microsoft Office Outlook Help	Upper Ribbon   Help
Outlook Help	Upper Ribbon   Help
Show the Office Assistant	Removed from Product

Form Menu	
Outlook 2003 Location	Outlook 2010 Location
Advanced Properties	Developer   Tools   Advanced Properties
Control Toolbox	Developer   Tools   Control Toolbox
Display This Page	Developer   Form   Page   Display This Page
Edit Compose Page	Developer   Form   Page   Edit Compose Page
Edit Read Page	Developer   Form   Page   Edit Read Page
Field Chooser	Developer   Tools   Field Chooser
Properties	Developer   Tools   Property Sheet
Rename Page	Developer   Form   Page   Rename Page
Run This Form	Developer   Form   Run This Form
Separate Read Layout	Developer   Form   Page   Separate Read Layout
Set Grid Size	Developer   Arrange   Align   Set Grid Size
View Code	Developer   Form   View Code

Form Design Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Align Center	Developer   Form   Design This Form   Developer   Arrange   Align   Center
Align Left	Developer   Form   Design This Form   Developer   Arrange   Align   Left
Bring to Front	Developer   Form   Design This Form   Developer   Arrange   Bring to Front
Control Toolbox	Developer   Form   Design This Form   Developer   Tools   Control Toolbox
Edit Compose Page	Developer   Form   Design This Form   Developer   Design   Edit Compose Page
Edit Read Page	Developer   Form   Design This Form   Developer   Design   Edit Read Page
Field Chooser	Developer   Form   Design This Form   Developer   Tools   Field Chooser
Group	Developer   Form   Design This Form   Developer   Arrange   Group
Properties	Developer   Form   Design This Form   Developer   Tools   Property Sheet
Publish Form	Developer   Form   Design This Form   Developer   Form   Publish   Publish Form
Send to Back	Developer   Form   Design This Form   Developer   Arrange   Send to Back
Snap to Grid	Developer   Form   Design This Form   Developer   Arrange   Align   Snap to Grid
Ungroup	Developer   Form   Design This Form   Developer   Arrange   Ungroup
View Code	Developer   Form   Design This Form   Developer   Form   View Code
Width	Developer   Arrange   Size   Make Same Size   Width

Formatting Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Align Left	Format Text   Paragraph   Align Left
Align Left	New Mail Message   Basic Text   Align Left
Align Right	Format Text   Paragraph   Align Right
Align Right	New Mail Message   Basic Text   Align Right
Bold	Format Text   Font   Bold
Bold	New Mail Message   Basic Text   Bold
Bullets	Format Text   Paragraph   Bullets
Bullets	Message   Basic Text   Bullets
Center	Format Text   Paragraph   Center
Center	New Mail Message   Basic Text   Center
Decrease Indent	Format Text   Paragraph   Decrease Indent
Decrease Indent	Format Text   Paragraph   Decrease Indent
Decrease Indent	Message   Basic Text   Decrease Indent
Font Color	Format Text   Font   Font Color
Font Color	Message   Basic Text   Decrease Indent
Font Size	Format Text   Font   Font Size
Font Size	New Mail Message   Basic Text   Font Size
Font	Format Text   Font   Font
Font	New Mail Message   Basic Text   Font
Increase Indent	Format Text   Paragraph   Increase Indent
Increase Indent	Message   Basic Text   Increase Indent
Italic	Format Text   Font   Italic
Italic	New Mail Message   Basic Text   Italic
Left-to-Right	Format Text   Paragraph   Left-to-Right



Outlook 2003 Location	Outlook 2010 Location
Left-to-Right	New Mail Message   Basic Text   Left-to-Right
Right-to-Left	Format Text   Paragraph   Right-to-Left
Right-to-Left	New Mail Message   Basic Text   Right-to-Left
Underline	Format Text   Font   Underline
Underline	New Mail Message   Basic Text   Underline

## Layout Menu

Outlook 2003 Location	Outlook 2010 Location
Align	Developer   Arrange   Align
Align   Bottom	Developer   Arrange   Align   Bottom
Align   Center	Developer   Arrange   Align   Center
Align   Left	Developer   Arrange   Align   Left
Align   Middle	Developer   Arrange   Align   Middle
Align   Right	Developer   Arrange   Align   Right
Align   To Grid	Developer   Arrange   Align   Align to Grid
Align   Top	Developer   Arrange   Align   Top
Arrange	Developer   Arrange   Align   Arrange
Arrange   Bottom	Developer   Arrange   Align   Arrange   Bottom
Arrange   Right	Developer   Arrange   Align   Arrange   Right
AutoLayout	Developer   Arrange   Align   AutoLayout
Center in Form	Developer   Arrange   Align   Center in Form
Center in Form   Horizontally	Developer   Arrange   Align   Center in Form   Horizontally
Center in Form   Vertically	Developer   Arrange   Align   Center in Form   Vertically
Group	Chart Tools   Format   Arrange   Group   Group
Group	Diagram Tools   Format   Arrange   Group   Group
Group	Drawing Tools   Format   Arrange   Group   Group
Group	Organization Chart Tools   Format   Arrange   Group   Group
Group	Picture Tools   Format   Arrange   Group   Group
Group	SmartArt Tools   Format   Arrange   Group   Group
Group	Text Box Tools   Format   Arrange   Group   Group
Group	WordArt Tools   Format   Arrange   Group   Group
Horizontal Spacing	Developer   Arrange   Align   Distribute Horizontally
Horizontal Spacing   Decrease	Developer   Arrange   Align   Distribute Horizontally   Decrease Horizontal
Horizontal Spacing   Increase	Developer   Arrange   Align   Distribute Horizontally   Increase Horizontal
Horizontal Spacing   Make Equal	Developer   Arrange   Align   Distribute Horizontally   Equal Horizontal
Horizontal Spacing   Remove	Developer   Arrange   Align   Distribute Horizontally   Remove
Make Same Size	Developer   Arrange   Size   Make Same Size
Make Same Size   Both	Developer   Arrange   Size   Make Same Size   Both
Make Same Size   Height	Developer   Arrange   Size   Make Same Size   Height
Make Same Size   Width	Developer   Arrange   Size   Make Same Size   Width
Order   Bring Forward	Chart Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Diagram Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Drawing Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Organization Chart Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Picture Tools   Format   Arrange   Bring Forward
Order   Bring Forward	SmartArt Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Text Box Tools   Format   Arrange   Bring Forward
Order   Bring Forward	WordArt Tools   Format   Arrange   Bring Forward
Order   Bring to Front	Chart Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Diagram Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Drawing Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Organization Chart Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Picture Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	SmartArt Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Text Box Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	WordArt Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Send Backward	Chart Tools   Format   Arrange   Send Backward
Order   Send Backward	Diagram Tools   Format   Arrange   Send Backward
Order   Send Backward	Drawing Tools   Format   Arrange   Send Backward
Order   Send Backward	Organization Chart Tools   Format   Arrange   Send Backward
Order   Send Backward	Picture Tools   Format   Arrange   Send Backward
Order   Send Backward	SmartArt Tools   Format   Arrange   Send Backward
Order   Send Backward	Text Box Tools   Format   Arrange   Send Backward
Order   Send Backward	WordArt Tools   Format   Arrange   Send Backward
Order   Send to Back	Chart Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Diagram Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Drawing Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Organization Chart Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Picture Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	SmartArt Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Text Box Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	WordArt Tools   Format   Arrange   Send Backward   Send to Back

Outlook 2003 Location	Outlook 2010 Location
Show Grid	Developer   Arrange   Align   Show Grid
Size to Fit	Developer   Arrange   Size   Size to Fit
Size to Grid	Developer   Arrange   Size   Size to Grid
Snap to Grid	Developer   Arrange   Align   Snap to Grid
Tab Order	Developer   Arrange   Tab Order
Ungroup	Chart Tools   Format   Arrange   Group   Ungroup
Ungroup	Diagram Tools   Format   Arrange   Group   Ungroup
Ungroup	Drawing Tools   Format   Arrange   Group   Ungroup
Ungroup	Organization Chart Tools   Format   Arrange   Group   Ungroup
Ungroup	Picture Tools   Format   Arrange   Group   Ungroup
Ungroup	SmartArt Tools   Format   Arrange   Group   Ungroup
Ungroup	Text Box Tools   Format   Arrange   Group   Ungroup
Ungroup	WordArt Tools   Format   Arrange   Group   Ungroup
Vertical Spacing	Developer   Arrange   Align   Distribute Vertically
Vertical Spacing   Decrease	Developer   Arrange   Align   Distribute Vertically   Decrease Vertical
Vertical Spacing   Increase	Developer   Arrange   Align   Distribute Vertically   Increase Vertical
Vertical Spacing   Make Equal	Developer   Arrange   Align   Distribute Vertically   Equal Vertical
Vertical Spacing   Remove	Developer   Arrange   Align   Distribute Vertically   Remove

Standard Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Accept	Message   Respond   Accept
Accounts	Meeting Header   Account
Address Book	New Mail Message   Names   Address Book
Calendar	Message   Calendar   Calendar
Check Names	New Mail Message   Names   Check Names
Copy	Format Text   Clipboard   Copy
Copy	New Mail Message   Clipboard   Copy
Copy to Personal Calendar	Appointment   Actions   Copy to My Calendar
Cut	Format Text   Clipboard   Cut
Cut	New Mail Message   Clipboard   Cut
Decline	Message   Respond   Decline
Delete	Appointment   Actions   Delete
Delete	Message   Delete   Delete
Delete	Quick Access Toolbar   Delete
Document Map	Removed from Product
File	Insert   Include   Attach File
File	Message   Move   Actions   Edit Message, then Insert   Include   Attach File
Forward	Message   Respond   Respond   Forward
Forward	Quick Access Toolbar   Forward
Importance High	Appointment   Tags   High Importance
Importance High	Quick Access Toolbar   High Importance
Importance Low	Appointment   Tags   Low Importance
Importance Low	Quick Access Toolbar   Low Importance
Invite Attendees	Appointment   Attendees   Invite Attendees
Join Conference	Removed from Product
Join NetMeeting	Removed from Product
Microsoft Office Outlook Help	Upper Ribbon   Help
Next Item	Quick Access Toolbar   Next Item
Paste	Format Text   Clipboard   Paste
Paste	New Mail Message   Clipboard   Paste
Previous Item	Quick Access Toolbar   Previous Item
Print	File   Print   Print
Print	Quick Access Toolbar   Quick Print
Propose New Time	Message   Respond   Propose New Time
Recurrence	Appointment   Options   Recurrence
Save	File   Save
Save	Quick Access Toolbar   Save
Save and Close	Appointment   Actions   Save & Close
Send	New Mail Message   Send   Send
Start NetMeeting	Removed from Product
Tentative	Message   Respond   Tentative
Tentative	Message   Editing   Translate   Translate Selected Text
Tentative	Review   Language   Translate   Translate Selected Text

## Outlook: Contacts

### File Menu

Outlook 2003 Location	Outlook 2010 Location
Close	Removed from Product
Copy to Folder	File   Info   Move to Folder   Copy to Folder
Delete	Home   Delete   Delete
Move to Folder	Home   Actions   Move   Other Folder
New   Appointment	Home   New   New Items
New   Choose Form	File   Choose Form
New   Contact	Home   New   New Items   Contact
New   Distribution List	Home   New   New Items   More Items   Contact Group
New   Internet Fax	Home   New   New Items   More Items   Internet Fax
New   Journal Entry	Home   New   New Items   More Items   Journal Entry
New   Mail Message	Home   New   New Items   E-mail Message
New   Meeting Request	Home   New   New Items   Meeting
New   Note	Home   New   New Items   More Items   Note
New   Task	Home   New   New Items   Task
New   Task Request	Home   New   New Items   More Items   Task Request
Page Setup   Define Print Styles	File   Print   Print Options   Define Styles
Page Setup   Memo Style	File   Print   Memo Style
Page Setup	File   Print
Print Preview	File   Print   Print Options   Preview
Print	File   Print   Print
Properties	File   Info   Properties
Save	File   Save
Save As	File   Save As
Save Attachments	File   Save Attachments

### Edit Menu

Outlook 2003 Location	Outlook 2010 Location
Clear	Select Text or Object   Press the DELETE key
Copy	Format Text   Clipboard   Copy
Cut	Format Text   Clipboard   Cut
Find Next	Format Text   Editing   Find
Find	Format Text   Editing   Find
Mark as Unread	File   Options   Customize Ribbon   All Commands   Mark as Unread
Object	Click the object, and then click the ribbon tab with tools for that object.
Office Clipboard	Format Text   Clipboard   Office Clipboard
Paste	Format Text   Clipboard   Paste
Paste Special	Format Text   Clipboard   Paste   Paste Special
Redo	Quick Access Toolbar   Redo
Select All	Format Text   Editing   Select   Select All
Undo	Quick Access Toolbar   Undo

### View Menu

Outlook 2003 Location	Outlook 2010 Location
Current View	View   Change View
Current View   Customize Current View	View   Current View   View Settings
Current View   Format Columns	View   Current View   View Settings   Format Columns
Draft Font	Removed from Product
Next   Item	Quick Access Toolbar   Next Item
Next   Last Item in Folder	File   Options   Customize Ribbon   All Commands   Last Item in Folder
Next	Quick Access Toolbar   Next
Previous   First Item in Folder	File   Options   Customize Ribbon   All Commands   First Item in Folder
Previous   Item	Quick Access Toolbar   Previous Item
Previous	Quick Access Toolbar   Previous
Toolbars   Customize	File   Options   Customize Ribbon
Toolbars   Formatting	Toolbars have been removed from the product.
Toolbars   Standard	Toolbars have been removed from the product.
Toolbars	Toolbars have been removed from the product.

### Insert Menu

Outlook 2003 Location	Outlook 2010 Location
File	Insert   Include   Attach File
Item	Insert   Include   Outlook Item
Object	Insert   Text   Object

### Format Menu

Outlook 2003 Location	Outlook 2010 Location
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Outlook 2003 Location	Outlook 2010 Location
Font	Format Text   Font   Font
Paragraph	Format Text   Paragraph   Paragraph

## Tools Menu

Outlook 2003 Location	Outlook 2010 Location
Address Book	Contact   Names   Address Book
AutoCorrect Options	File   Options   Mail   Spelling and Autocorrect   AutoCorrect Options
Check Names	Contact   Names   Check Names
Customize	File   Options   Customize Ribbon
Forms   Choose Form	File   Choose Form
Forms   Design a Form	Developer   Form   Design a Form
Forms   Design This Form	Developer   Form   Design This Form
Forms   Publish Form	Developer   Form   Publish   Publish Form
Forms   Publish Form As	Developer   Form   Publish   Publish Form As
Forms   Script Debugger	File   Options   Customize Ribbon   All Commands   Script Debugger
Macro   Macros	Developer   Code   Macros   Macros
Macro   Security	Developer   Code   Macro Security
Macro   Visual Basic Editor	Developer   Code   Visual Basic
Research	Review   Proofing   Research
Speech	Removed from Product
Spelling	Review   Proofing   Spelling & Grammar

## Actions Menu

Outlook 2003 Location	Outlook 2010 Location
Add Picture	Contact   Options   Picture   Add Picture
Call Contact   New Call	Contact   Communicate   More   Call
Call Contact   Redial	Contact   Communicate   More   Redial
Call Contact   Speed Dial	Contact   Communicate   More   Speed Dial
Call Using NetMeeting	Removed from Product
Change Picture	Contact   Options   Picture   Change Picture
Copy to Personal Contacts	Contact   Actions   Copy to My Contacts
Display Map of Address	Contact   Communicate   More   Map It
Explore Web Page	Contact   Communicate   More   Web Page
Follow Up	Contact   Tags   Follow Up
Forward as vCard	Contact   Forward   In Internet Format (vCard)
Link   File	Insert   Include   Attach File
Link   Items	Insert   Include   Outlook Item
New Appointment with Contact	Home   Communicate   Meeting
New Contact	Home   New   New Contact
New Contact from Same Company	Contact   Actions   Save & New   Contact from the Same Company
New Distribution List	Removed from Product
New Instant Message	Home   Communicate   More   Reply with IM
New Journal Entry for Contact	Home   Communicate   More   Journal Entry
New Letter to Contact	Home   Communicate   E-mail
New Meeting Request to Contact	Contact   Communicate   Meeting
New Message to Contact	Contact   Communicate   E-mail
New Task for Contact	Home   Communicate   More   Assign Task
Remove Picture	Contact   Options   Picture   Remove Picture

## Help Menu

Outlook 2003 Location	Outlook 2010 Location
About Microsoft Office Outlook	File   Help   About Microsoft Outlook
Activate Product	File   Options   Customize Ribbon   All Commands   Activate Product
Check for Updates	File   Help   Check for Updates
Contact Us	File   Help   Contact Us
Customer Feedback Options	File   Options   Customize Ribbon   All Commands   Privacy Options
Detect and Repair	Removed from Product
Microsoft Office Online	File   Help   Getting Started
Microsoft Office Outlook Help	Upper Ribbon   Help
Show the Office Assistant	Removed from Product

## Form Menu

Outlook 2003 Location	Outlook 2010 Location
Advanced Properties	Developer   Tools   Advanced Properties
Control Toolbox	Developer   Tools   Control Toolbox
Display This Page	Developer   Form   Page   Display This Page
Edit Compose Page	Developer   Form   Page   Edit Compose Page
Edit Read Page	Developer   Form   Page   Edit Read Page
Field Chooser	Developer   Tools   Field Chooser
Properties	Developer   Tools   Property Sheet

Outlook 2003 Location	Outlook 2010 Location
Rename Page	Developer   Form   Page   Rename Page
Run This Form	Developer   Form   Run This Form
Separate Read Layout	Developer   Form   Page   Separate Read Layout
Set Grid Size	Developer   Arrange   Align   Set Grid Size
View Code	Developer   Form   View Code

Form Design Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Align Center	Developer   Form   Design This Form   Developer   Arrange   Align   Center
Align Left	Developer   Form   Design This Form   Developer   Arrange   Align   Left
Bring to Front	Developer   Form   Design This Form   Developer   Arrange   Bring to Front
Control Toolbox	Developer   Form   Design This Form   Developer   Tools   Control Toolbox
Edit Compose Page	Developer   Form   Design This Form   Developer   Design   Edit Compose Page
Edit Read Page	Developer   Form   Design This Form   Developer   Design   Edit Read Page
Field Chooser	Developer   Form   Design This Form   Developer   Tools   Field Chooser
Group	Developer   Form   Design This Form   Developer   Arrange   Group
Properties	Developer   Form   Design This Form   Developer   Tools   Property Sheet
Publish Form	Developer   Form   Design This Form   Developer   Form   Publish   Publish Form
Send to Back	Developer   Form   Design This Form   Developer   Arrange   Send to Back
Snap to Grid	Developer   Form   Design This Form   Developer   Arrange   Align   Snap to Grid
Ungroup	Developer   Form   Design This Form   Developer   Arrange   Ungroup
View Code	Developer   Form   Design This Form   Developer   Form   View Code
Width	Developer   Arrange   Size   Make Same Size   Width

Formatting Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Align Left	Format Text   Paragraph   Align Left
Align Right	Format Text   Paragraph   Align Right
Bold	Format Text   Font   Bold
Bullets	Format Text   Paragraph   Bullets
Center	Format Text   Paragraph   Center
Decrease Indent	Format Text   Paragraph   Decrease Indent
Font Color	Format Text   Font   Font Color
Font Size	Format Text   Font   Font Size
Font	Format Text   Font   Font
Increase Indent	Format Text   Paragraph   Increase Indent
Italic	Format Text   Font   Italic
Left-to-Right	Format Text   Paragraph   Left-to-Right
Right-to-Left	Format Text   Paragraph   Right-to-Left
Underline	Format Text   Font   Underline

Layout Menu	
Outlook 2003 Location	Outlook 2010 Location
Align   Bottom	Developer   Arrange   Align   Bottom
Align   Center	Developer   Arrange   Align   Center
Align   Left	Developer   Arrange   Align   Left
Align   Middle	Developer   Arrange   Align   Middle
Align   Right	Developer   Arrange   Align   Right
Align   To Grid	Developer   Arrange   Align   Align to Grid
Align   Top	Developer   Arrange   Align   Top
Arrange	Developer   Arrange   Align   Arrange
Arrange   Bottom	Developer   Arrange   Align   Arrange   Bottom
Arrange   Right	Developer   Arrange   Align   Arrange   Right
AutoLayout	Developer   Arrange   Align   AutoLayout
Center in Form	Developer   Arrange   Align   Center in Form
Center in Form   Horizontally	Developer   Arrange   Align   Center in Form   Horizontally
Center in Form   Vertically	Developer   Arrange   Align   Center in Form   Vertically
Group	Chart Tools   Format   Arrange   Group   Group
Group	Diagram Tools   Format   Arrange   Group   Group
Group	Drawing Tools   Format   Arrange   Group   Group
Group	Organization Chart Tools   Format   Arrange   Group   Group
Group	Picture Tools   Format   Arrange   Group   Group
Group	SmartArt Tools   Format   Arrange   Group   Group
Group	Text Box Tools   Format   Arrange   Group   Group
Group	WordArt Tools   Format   Arrange   Group   Group
Horizontal Spacing   Decrease	Developer   Arrange   Align   Distribute Horizontally   Decrease Horizontal
Horizontal Spacing   Increase	Developer   Arrange   Align   Distribute Horizontally   Increase Horizontal
Horizontal Spacing   Make Equal	Developer   Arrange   Align   Distribute Horizontally   Equal Horizontal
Horizontal Spacing   Remove	Developer   Arrange   Align   Distribute Horizontally   Remove
Make Same Size   Both	Developer   Arrange   Size   Make Same Size   Both
Make Same Size   Height	Developer   Arrange   Size   Make Same Size   Height

Outlook 2003 Location	Outlook 2010 Location
Make Same Size   Width	Developer   Arrange   Size   Make Same Size   Width
Order   Bring Forward	Chart Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Diagram Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Drawing Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Organization Chart Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Picture Tools   Format   Arrange   Bring Forward
Order   Bring Forward	SmartArt Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Text Box Tools   Format   Arrange   Bring Forward
Order   Bring Forward	WordArt Tools   Format   Arrange   Bring Forward
Order   Bring to Front	Chart Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Diagram Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Drawing Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Organization Chart Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Picture Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	SmartArt Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Text Box Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	WordArt Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Send Backward	Chart Tools   Format   Arrange   Send Backward
Order   Send Backward	Diagram Tools   Format   Arrange   Send Backward
Order   Send Backward	Drawing Tools   Format   Arrange   Send Backward
Order   Send Backward	Organization Chart Tools   Format   Arrange   Send Backward
Order   Send Backward	Picture Tools   Format   Arrange   Send Backward
Order   Send Backward	SmartArt Tools   Format   Arrange   Send Backward
Order   Send Backward	Text Box Tools   Format   Arrange   Send Backward
Order   Send Backward	WordArt Tools   Format   Arrange   Send Backward
Order   Send to Back	Chart Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Diagram Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Drawing Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Organization Chart Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Picture Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	SmartArt Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Text Box Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	WordArt Tools   Format   Arrange   Send Backward   Send to Back
Show Grid	Developer   Arrange   Align   Show Grid
Size to Fit	Developer   Arrange   Size   Size to Fit
Size to Grid	Developer   Arrange   Size   Size to Grid
Snap to Grid	Developer   Arrange   Align   Snap to Grid
Tab Order	Developer   Arrange   Tab Order
Ungroup	Chart Tools   Format   Arrange   Group   Ungroup
Ungroup	Diagram Tools   Format   Arrange   Group   Ungroup
Ungroup	Drawing Tools   Format   Arrange   Group   Ungroup
Ungroup	Organization Chart Tools   Format   Arrange   Group   Ungroup
Ungroup	Picture Tools   Format   Arrange   Group   Ungroup
Ungroup	SmartArt Tools   Format   Arrange   Group   Ungroup
Ungroup	Text Box Tools   Format   Arrange   Group   Ungroup
Ungroup	WordArt Tools   Format   Arrange   Group   Ungroup
Vertical Spacing   Decrease	Developer   Arrange   Align   Distribute Vertically   Decrease Vertical
Vertical Spacing   Increase	Developer   Arrange   Align   Distribute Vertically   Increase Vertical
Vertical Spacing   Make Equal	Developer   Arrange   Align   Distribute Vertically   Equal Vertical
Vertical Spacing   Remove	Developer   Arrange   Align   Distribute Vertically   Remove

Standard Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Copy to Personal Contacts	Contact   Actions   Copy to My Contacts
Display Map of Address	Contact   Communicate   More   Map It
File	Insert   Include   Attach File
Follow Up	Contact   Tags   Follow Up
New Message to Contact	Contact   Communicate   E-mail
Next Item	Quick Access Toolbar   Next Item
Previous Item	Quick Access Toolbar   Previous Item
Print	File   Print   Print
Print	Quick Access Toolbar   Quick Print
Save and Close	Contact   Actions   Save & Close
Save and New	Contact   Actions   Save & New
Translate	Review   Language   Translate   Translate Selected Text

## Outlook: Tasks

### File Menu

Outlook 2003 Location	Outlook 2010 Location
Close	Removed from Product
Copy to Folder	File   Info   Move to Folder   Copy to Folder
Delete	Home   Delete   Delete
Move to Folder	Home   Actions   Move   Other Folder
New   Appointment	Home   New   New Items
New   Choose Form	File   Choose Form
New   Contact	Home   New   New Items   Contact
New   Distribution List	Home   New   New Items   More Items   Contact Group
New   Internet Fax	Home   New   New Items   More Items   Internet Fax
New   Journal Entry	Home   New   New Items   More Items   Journal Entry
New   Mail Message	Home   New   New Items   E-mail Message
New   Meeting Request	Home   New   New Items   Meeting
New   Note	Home   New   New Items   More Items   Note
New   Task	Home   New   New Items   Task
New   Task Request	Home   New   New Items   More Items   Task Request
Page Setup   Define Print Styles	File   Print   Print Options   Define Styles
Page Setup   Memo Style	File   Print   Memo Style
Page Setup	File   Print
Print Preview	File   Print   Print Options   Preview
Print	File   Print   Print
Properties	File   Info   Properties
Save	File   Save
Save As	File   Save As
Save Attachments	File   Save Attachments

### Edit Menu

Outlook 2003 Location	Outlook 2010 Location
Clear	Select Text or Object   Press the DELETE key
Copy	Format Text   Clipboard   Copy
Cut	Format Text   Clipboard   Cut
Find Next	Format Text   Editing   Find   Find Next
Find	Format Text   Editing   Find
Mark as Unread	File   Options   Customize Ribbon   All Commands   Mark as Unread
Object	Click the object, and then click the ribbon tab with tools for that object.
Office Clipboard	Format Text   Clipboard   Office Clipboard
Paste	Format Text   Clipboard   Paste
Paste Special	Format Text   Clipboard   Paste   Paste Special
Redo	Quick Access Toolbar   Redo
Select All	Format Text   Editing   Select   Select All
Undo	Quick Access Toolbar   Undo

### View Menu

Outlook 2003 Location	Outlook 2010 Location
Draft Font	Removed from Product
Next   Incomplete Task	File   Options   Customize Ribbon   All Commands   Incomplete Task
Next   Item	Quick Access Toolbar   Next Item
Next   Last Item in Folder	File   Options   Customize Ribbon   All Commands   Last Item in Folder
Next	Quick Access Toolbar   Next
Next   Unread Item	Removed from Product
Previous   First Item in Folder	File   Options   Customize Ribbon   All Commands   First Item in Folder
Previous   Incomplete Task	File   Options   Customize Ribbon   All Commands   Incomplete Task
Previous   Item	Quick Access Toolbar   Previous Item
Previous	Quick Access Toolbar   Previous
Previous   Unread Item	File   Options   Customize Ribbon   All Commands   Unread Item
Toolbars   Customize	File   Options   Customize Ribbon
Toolbars   Formatting	Toolbars have been removed from the product.
Toolbars   Standard	Toolbars have been removed from the product.
Toolbars	Toolbars have been removed from the product.

### Insert Menu

Outlook 2003 Location	Outlook 2010 Location
File	Insert   Include   Attach File
Item	Insert   Include   Outlook Item
Object	Insert   Text   Object

### Format Menu

Outlook 2003 Location	Outlook 2010 Location
Format   Font	Format Text   Font   Font
Format   Paragraph	Format Text   Paragraph   Paragraph

Tools Menu	
Outlook 2003 Location	Outlook 2010 Location
AutoCorrect Options	File   Options   Mail   Spelling and Autocorrect   AutoCorrect Options
Check Names	Task   Names   Check Names
Customize	File   Options   Customize Ribbon
Forms	Developer   Form
Forms   Choose Form	File   Choose Form
Forms   Design a Form	Developer   Form   Design a Form
Forms   Design This Form	Developer   Form   Design This Form
Forms   Publish Form	Developer   Form   Publish   Publish Form
Forms   Publish Form As	Developer   Form   Publish   Publish Form As
Forms   Script Debugger	File   Options   Customize Ribbon   All Commands   Script Debugger
Letter Wizard	Removed from Product
Macro	Developer   Code   Macros
Macro   Macros	Developer   Code   Macros   Macros
Macro   Security	Developer   Code   Macro Security
Macro   Visual Basic Editor	Developer   Code   Visual Basic
Research	Review   Proofing   Research
Speech	Removed from Product
Spelling	Review   Proofing   Spelling & Grammar

Actions Menu	
Outlook 2003 Location	Outlook 2010 Location
Assign Task	Task   Manage Task   Assign Task
Cancel Assignment	Task   Manage Task   Cancel Assignment
Forward	Task   Respond   Forward
Mark Complete	Task   Manage Task   Mark Complete
New Task	Home   New   New Items   Task
Recurrence	Task   Recurrence   Recurrence
Reply	Task   Respond   Reply
Reply to All	Task   Respond   Reply All
Send Status Report	Task   Manage Task   Send Status Report
Skip Occurrence	Task   Recurrence   Skip Occurrence

Help Menu	
Outlook 2003 Location	Outlook 2010 Location
About Microsoft Office Outlook	File   Help   About Microsoft Outlook
Activate Product	File   Options   Customize Ribbon   All Commands   Activate Product
Check for Updates	File   Help   Check for Updates
Contact Us	File   Help   Contact Us
Customer Feedback Options	File   Options   Customize Ribbon   All Commands   Privacy Options
Detect and Repair	Removed from Product
Microsoft Office Online	File   Help   Getting Started
Microsoft Office Outlook Help	Upper Ribbon   Help
Show the Office Assistant	Removed from Product

Form Menu	
Outlook 2003 Location	Outlook 2010 Location
Advanced Properties	Developer   Tools   Advanced Properties
Control Toolbox	Developer   Tools   Control Toolbox
Display This Page	Developer   Form   Page   Display This Page
Edit Compose Page	Developer   Form   Page   Edit Compose Page
Edit Read Page	Developer   Form   Page   Edit Read Page
Field Chooser	Developer   Tools   Field Chooser
Properties	Developer   Tools   Property Sheet
Rename Page	Developer   Form   Page   Rename Page
Run This Form	Developer   Form   Run This Form
Separate Read Layout	Developer   Form   Page   Separate Read Layout
Set Grid Size	Developer   Arrange   Align   Set Grid Size
View Code	Developer   Form   View Code

Form Design Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Align Center	Developer   Form   Design This Form   Developer   Arrange   Align   Center
Align Left	Developer   Form   Design This Form   Developer   Arrange   Align   Left
Bring to Front	Developer   Form   Design This Form   Developer   Arrange   Bring to Front



Outlook 2003 Location	Outlook 2010 Location
Control Toolbox	Developer   Form   Design This Form   Developer   Tools   Control Toolbox
Edit Compose Page	Developer   Form   Design This Form   Developer   Design   Edit Compose Page
Edit Read Page	Developer   Form   Design This Form   Developer   Design   Edit Read Page
Field Chooser	Developer   Form   Design This Form   Developer   Tools   Field Chooser
Group	Developer   Form   Design This Form   Developer   Arrange   Group
Properties	Developer   Form   Design This Form   Developer   Tools   Property Sheet
Publish Form	Developer   Form   Design This Form   Developer   Form   Publish   Publish Form
Send to Back	Developer   Form   Design This Form   Developer   Arrange   Send to Back
Snap to Grid	Developer   Form   Design This Form   Developer   Arrange   Align   Snap to Grid
Ungroup	Developer   Form   Design This Form   Developer   Arrange   Ungroup
View Code	Developer   Form   Design This Form   Developer   Form   View Code
Width	Developer   Arrange   Size   Make Same Size   Width

Formatting Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Align Left	Format Text   Paragraph   Align Left
Align Right	Format Text   Paragraph   Align Right
Bold	Format Text   Font   Bold
Bullets	Format Text   Paragraph   Bullets
Center	Format Text   Paragraph   Center
Decrease Indent	Format Text   Paragraph   Decrease Indent
Font Color	Format Text   Font   Font Color
Font Size	Format Text   Font   Font Size
Font:	Format Text   Font   Font:
Increase Indent	Format Text   Paragraph   Increase Indent
Italic	Format Text   Font   Italic
Left-to-Right	Format Text   Paragraph   Left-to-Right
Right-to-Left	Format Text   Paragraph   Right-to-Left
Underline	Format Text   Font   Underline

Layout Menu	
Outlook 2003 Location	Outlook 2010 Location
Align   Bottom	Developer   Arrange   Align   Bottom
Align   Center	Developer   Arrange   Align   Center
Align   Left	Developer   Arrange   Align   Left
Align   Middle	Developer   Arrange   Align   Middle
Align   Right	Developer   Arrange   Align   Right
Align   Top	Developer   Arrange   Align   Top
Arrange	Developer   Arrange   Align   Arrange
Arrange   Bottom	Developer   Arrange   Align   Arrange   Bottom
Arrange   Right	Developer   Arrange   Align   Arrange   Right
AutoLayout	Developer   Arrange   Align   AutoLayout
Center in Form	Developer   Arrange   Align   Center in Form
Center in Form   Horizontally	Developer   Arrange   Align   Center in Form   Horizontally
Center in Form   Vertically	Developer   Arrange   Align   Center in Form   Vertically
Group	Chart Tools   Format   Arrange   Group   Group
Group	Diagram Tools   Format   Arrange   Group   Group
Group	Drawing Tools   Format   Arrange   Group   Group
Group	Organization Chart Tools   Format   Arrange   Group   Group
Group	Picture Tools   Format   Arrange   Group   Group
Group	SmartArt Tools   Format   Arrange   Group   Group
Group	Text Box Tools   Format   Arrange   Group   Group
Group	WordArt Tools   Format   Arrange   Group   Group
Horizontal Spacing   Decrease	Developer   Arrange   Align   Distribute Horizontally   Decrease Horizontal
Horizontal Spacing   Increase	Developer   Arrange   Align   Distribute Horizontally   Increase Horizontal
Horizontal Spacing   Make Equal	Developer   Arrange   Align   Distribute Horizontally   Equal Horizontal
Horizontal Spacing   Remove	Developer   Arrange   Align   Distribute Horizontally   Remove
Make Same Size   Both	Developer   Arrange   Size   Make Same Size   Both
Make Same Size   Height	Developer   Arrange   Size   Make Same Size   Height
Make Same Size   Width	Developer   Arrange   Size   Make Same Size   Width
Order   Bring Forward	Chart Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Diagram Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Drawing Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Organization Chart Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Picture Tools   Format   Arrange   Bring Forward
Order   Bring Forward	SmartArt Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Text Box Tools   Format   Arrange   Bring Forward
Order   Bring Forward	WordArt Tools   Format   Arrange   Bring Forward
Order   Bring to Front	Chart Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Diagram Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Drawing Tools   Format   Arrange   Bring Forward   Bring to Front

Outlook 2003 Location	Outlook 2010 Location
Order   Bring to Front	Organization Chart Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Picture Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	SmartArt Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Text Box Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	WordArt Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Send Backward	Chart Tools   Format   Arrange   Send Backward
Order   Send Backward	Diagram Tools   Format   Arrange   Send Backward
Order   Send Backward	Drawing Tools   Format   Arrange   Send Backward
Order   Send Backward	Organization Chart Tools   Format   Arrange   Send Backward
Order   Send Backward	Picture Tools   Format   Arrange   Send Backward
Order   Send Backward	SmartArt Tools   Format   Arrange   Send Backward
Order   Send Backward	Text Box Tools   Format   Arrange   Send Backward
Order   Send Backward	WordArt Tools   Format   Arrange   Send Backward
Order   Send to Back	Chart Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Diagram Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Drawing Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Organization Chart Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Picture Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	SmartArt Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Text Box Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	WordArt Tools   Format   Arrange   Send Backward   Send to Back
Show Grid	Developer   Arrange   Align   Show Grid
Size to Fit	Developer   Arrange   Size   Size to Fit
Size to Grid	Developer   Arrange   Size   Size to Grid
Snap to Grid	Developer   Arrange   Align   Snap to Grid
Tab Order	Developer   Arrange   Tab Order
Ungroup	Chart Tools   Format   Arrange   Group   Ungroup
Ungroup	Diagram Tools   Format   Arrange   Group   Ungroup
Ungroup	Drawing Tools   Format   Arrange   Group   Ungroup
Ungroup	Organization Chart Tools   Format   Arrange   Group   Ungroup
Ungroup	Picture Tools   Format   Arrange   Group   Ungroup
Ungroup	SmartArt Tools   Format   Arrange   Group   Ungroup
Ungroup	Text Box Tools   Format   Arrange   Group   Ungroup
Ungroup	WordArt Tools   Format   Arrange   Group   Ungroup
Vertical Spacing   Decrease	Developer   Arrange   Align   Distribute Vertically   Decrease Vertical
Vertical Spacing   Increase	Developer   Arrange   Align   Distribute Vertically   Increase Vertical
Vertical Spacing   Make Equal	Developer   Arrange   Align   Distribute Vertically   Equal Vertical
Vertical Spacing   Remove	Developer   Arrange   Align   Distribute Vertically   Remove

Standard Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Assign Task	Task   Manage Task   Assign Task
Cancel Assignment	Task   Manage Task   Cancel Assignment
Copy	Format Text   Clipboard   Copy
Cut	Format Text   Clipboard   Cut
Delete	File   Delete
Delete	Quick Access Toolbar   Delete
Delete	Task   Actions   Delete
Document Map	Removed from Product
File	Insert   Include   Attach File
Mark Complete	Task   Manage Task   Mark Complete
Microsoft Office Outlook Help	Upper Ribbon   Help
Next Item	Quick Access Toolbar   Next Item
Paste	Format Text   Clipboard   Paste
Previous Item	Quick Access Toolbar   Previous Item
Recurrence	Task   Recurrence   Recurrence
Save and Close	Task   Actions   Save & Close
Send Status Report	Task   Manage Task   Send Status Report
Translate	Review   Language   Translate   Translate Selected Text

## Outlook: Journal

### File Menu

Outlook 2003 Location	Outlook 2010 Location
Close	Removed from Product
Copy to Folder	File   Info   Move to Folder   Copy to Folder
Delete	Home   Delete   Delete
Move to Folder	Home   Actions   Move   Other Folder
New   Appointment	Home   New   New Items
New   Choose Form	File   Choose Form
New   Contact	Home   New   New Items   Contact
New   Distribution List	Home   New   New Items   More Items   Contact Group
New   Internet Fax	Home   New   New Items   More Items   Internet Fax
New   Journal Entry	Home   New   New Items   More Items   Journal Entry
New   Mail Message	Home   New   New Items   E-mail Message
New   Meeting Request	Home   New   New Items   Meeting
New   Note	Home   New   New Items   More Items   Note
New   Task	Home   New   New Items   Task
New   Task Request	Home   New   New Items   More Items   Task Request
Page Setup   Define Print Styles	File   Print   Print Options   Define Styles
Page Setup   Memo Style	File   Print   Memo Style
Page Setup	File   Print
Print Preview	File   Print   Print Options   Preview
Print	File   Print   Print
Properties	File   Info   Properties
Save	File   Save
Save As	File   Save As
Save Attachments	File   Save Attachments

### Edit Menu

Outlook 2003 Location	Outlook 2010 Location
Clear	Select Text or Object   Press the DELETE key
Copy	Format Text   Clipboard   Copy
Cut	Format Text   Clipboard   Cut
Find Next	Format Text   Editing   Find   Find Next
Find	Format Text   Editing   Find
Mark as Unread	File   Options   Customize Ribbon   All Commands   Mark as Unread
Object	Click the object, and then click the ribbon tab with tools for that object.
Office Clipboard	Format Text   Clipboard   Office Clipboard
Paste	Format Text   Clipboard   Paste
Paste Special	Format Text   Clipboard   Paste   Paste Special
Redo	Quick Access Toolbar   Redo
Select All	Format Text   Editing   Select   Select All
Undo	Quick Access Toolbar   Undo

### View Menu

Outlook 2003 Location	Outlook 2010 Location
Draft Font	Removed from Product
Next   Item	Quick Access Toolbar   Next Item
Next   Last Item in Folder	File   Options   Customize Ribbon   All Commands   Last Item in Folder
Next	Quick Access Toolbar   Next
Previous   First Item in Folder	File   Options   Customize Ribbon   All Commands   First Item in Folder
Previous   Item	Quick Access Toolbar   Previous Item
Previous	Quick Access Toolbar   Previous
Toolbars   Customize	File   Options   Customize Ribbon
Toolbars   Formatting	Toolbars have been removed from the product.
Toolbars   Standard	Toolbars have been removed from the product.
Toolbars	Toolbars have been removed from the product.

### Insert Menu

Outlook 2003 Location	Outlook 2010 Location
File	Insert   Include   Attach File
Item	Insert   Include   Outlook Item
Object	Insert   Text   Object

### Format Menu

Outlook 2003 Location	Outlook 2010 Location
Format   Font	Format Text   Font   Font
Format   Paragraph	Format Text   Paragraph   Paragraph

Outlook 2003 Location	Outlook 2010 Location
<b>Tools Menu</b>	
<b>Outlook 2003 Location</b>	<b>Outlook 2010 Location</b>
Address Book	Journal   Names   Address Book
AutoCorrect Options	File   Options   Mail   Spelling and AutoCorrect   AutoCorrect Options
Check Names	Journal   Names   Check Names
Customize	File   Options   Customize Ribbon
Forms	Developer   Form
Forms   Choose Form	File   Choose Form
Forms   Design a Form	Developer   Form   Design a Form
Forms   Design This Form	Developer   Form   Design This Form
Forms   Publish Form	Developer   Form   Publish   Publish Form
Forms   Publish Form As	Developer   Form   Publish   Publish Form As
Forms   Script Debugger	File   Options   Customize Ribbon   All Commands   Script Debugger
Letter Wizard	Removed from Product
Macro	Developer   Code   Macros
Macro   Macros	Developer   Code   Macros   Macros
Macro   Security	Developer   Code   Macro Security
Macro   Visual Basic Editor	Developer   Code   Visual Basic
Research	Review   Proofing   Research
Speech	Removed from Product
Spelling	Review   Proofing   Spelling & Grammar

<b>Actions Menu</b>	
Outlook 2003 Location	Outlook 2010 Location
Forward	Journal   Actions   Forward
Forward	Quick Access Toolbar   Forward
New Journal Entry	Home   New   Journal Entry

<b>Help Menu</b>	
Outlook 2003 Location	Outlook 2010 Location
About Microsoft Office Outlook	File   Help   About Microsoft Outlook
Activate Product	File   Options   Customize Ribbon   All Commands   Activate Product
Check for Updates	File   Help   Check for Updates
Contact Us	File   Help   Contact Us
Customer Feedback Options	File   Options   Customize Ribbon   All Commands   Privacy Options
Detect and Repair	Removed from Product
Microsoft Office Online	File   Help   Getting Started
Microsoft Office Outlook Help	Upper Ribbon   Help
Show the Office Assistant	Removed from Product

<b>Form Menu</b>	
Outlook 2003 Location	Outlook 2010 Location
Advanced Properties	Developer   Tools   Advanced Properties
Control Toolbox	Developer   Tools   Control Toolbox
Display This Page	Developer   Form   Page   Display This Page
Edit Compose Page	Developer   Form   Page   Edit Compose Page
Edit Read Page	Developer   Form   Page   Edit Read Page
Field Chooser	Developer   Tools   Field Chooser
Properties	Developer   Tools   Property Sheet
Rename Page	Developer   Form   Page   Rename Page
Run This Form	Developer   Form   Run This Form
Separate Read Layout	Developer   Form   Page   Separate Read Layout
Set Grid Size	Developer   Arrange   Align   Set Grid Size
View Code	Developer   Form   View Code

<b>Form Design Toolbar</b>	
Outlook 2003 Location	Outlook 2010 Location
Align Center	Developer   Form   Design This Form   Developer   Arrange   Align   Center
Align Left	Developer   Form   Design This Form   Developer   Arrange   Align   Left
Bring to Front	Developer   Form   Design This Form   Developer   Arrange   Bring to Front
Control Toolbox	Developer   Form   Design This Form   Developer   Tools   Control Toolbox
Edit Compose Page	Developer   Form   Design This Form   Developer   Design   Edit Compose Page
Edit Read Page	Developer   Form   Design This Form   Developer   Design   Edit Read Page
Field Chooser	Developer   Form   Design This Form   Developer   Tools   Field Chooser
Group	Developer   Form   Design This Form   Developer   Arrange   Group
Properties	Developer   Form   Design This Form   Developer   Tools   Property Sheet
Publish Form	Developer   Form   Design This Form   Developer   Form   Publish   Publish Form
Send to Back	Developer   Form   Design This Form   Developer   Arrange   Send to Back
Snap to Grid	Developer   Form   Design This Form   Developer   Arrange   Align   Snap to Grid
Ungroup	Developer   Form   Design This Form   Developer   Arrange   Ungroup

Outlook 2003 Location	Outlook 2010 Location
View Code	Developer   Form   Design This Form   Developer   Form   View Code
Width	Developer   Arrange   Size   Make Same Size   Width

### Formatting Toolbar

Outlook 2003 Location	Outlook 2010 Location
Align Left	Format Text   Paragraph   Align Left
Align Right	Format Text   Paragraph   Align Right
Bold	Format Text   Font   Bold
Bullets	Format Text   Paragraph   Bullets
Center	Format Text   Paragraph   Center
Decrease Indent	Format Text   Paragraph   Decrease Indent
Font Color	Format Text   Font   Font Color
Font Size	Format Text   Font   Font Size
Font	Format Text   Font   Font
Increase Indent	Format Text   Paragraph   Increase Indent
Italic	Format Text   Font   Italic
Left-to-Right	Format Text   Paragraph   Left-to-Right
Right-to-Left	Format Text   Paragraph   Right-to-Left
Underline	Format Text   Font   Underline

### Layout Menu

Outlook 2003 Location	Outlook 2010 Location
Align   Bottom	Developer   Arrange   Align   Bottom
Align   Center	Developer   Arrange   Align   Center
Align   Left	Developer   Arrange   Align   Left
Align   Middle	Developer   Arrange   Align   Middle
Align   Right	Developer   Arrange   Align   Right
Align   To Grid	Developer   Arrange   Align   Align to Grid
Align   Top	Developer   Arrange   Align   Top
Arrange	Developer   Arrange   Align   Arrange
Arrange   Bottom	Developer   Arrange   Align   Arrange   Bottom
Arrange   Right	Developer   Arrange   Align   Arrange   Right
AutoLayout	Developer   Arrange   Align   AutoLayout
Center in Form	Developer   Arrange   Align   Center in Form
Center in Form   Horizontally	Developer   Arrange   Align   Center in Form   Horizontally
Center in Form   Vertically	Developer   Arrange   Align   Center in Form   Vertically
Group	Chart Tools   Format   Arrange   Group   Group
Group	Diagram Tools   Format   Arrange   Group   Group
Group	Drawing Tools   Format   Arrange   Group   Group
Group	Organization Chart Tools   Format   Arrange   Group   Group
Group	Picture Tools   Format   Arrange   Group   Group
Group	SmartArt Tools   Format   Arrange   Group   Group
Group	Text Box Tools   Format   Arrange   Group   Group
Group	WordArt Tools   Format   Arrange   Group   Group
Horizontal Spacing   Decrease	Developer   Arrange   Align   Distribute Horizontally   Decrease Horizontal
Horizontal Spacing   Increase	Developer   Arrange   Align   Distribute Horizontally   Increase Horizontal
Horizontal Spacing   Make Equal	Developer   Arrange   Align   Distribute Horizontally   Equal Horizontal
Horizontal Spacing   Remove	Developer   Arrange   Align   Distribute Horizontally   Remove
Make Same Size   Both	Developer   Arrange   Size   Make Same Size   Both
Make Same Size   Height	Developer   Arrange   Size   Make Same Size   Height
Make Same Size   Width	Developer   Arrange   Size   Make Same Size   Width
Order   Bring Forward	Chart Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Diagram Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Drawing Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Organization Chart Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Picture Tools   Format   Arrange   Bring Forward
Order   Bring Forward	SmartArt Tools   Format   Arrange   Bring Forward
Order   Bring Forward	Text Box Tools   Format   Arrange   Bring Forward
Order   Bring Forward	WordArt Tools   Format   Arrange   Bring Forward
Order   Bring to Front	Chart Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Diagram Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Drawing Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Organization Chart Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Picture Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	SmartArt Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	Text Box Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Bring to Front	WordArt Tools   Format   Arrange   Bring Forward   Bring to Front
Order   Send Backward	Chart Tools   Format   Arrange   Send Backward
Order   Send Backward	Diagram Tools   Format   Arrange   Send Backward
Order   Send Backward	Drawing Tools   Format   Arrange   Send Backward
Order   Send Backward	Organization Chart Tools   Format   Arrange   Send Backward

Outlook 2003 Location	Outlook 2010 Location
Order   Send Backward	Picture Tools   Format   Arrange   Send Backward
Order   Send Backward	SmartArt Tools   Format   Arrange   Send Backward
Order   Send Backward	Text Box Tools   Format   Arrange   Send Backward
Order   Send Backward	WordArt Tools   Format   Arrange   Send Backward
Order   Send to Back	Chart Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Diagram Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Drawing Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Organization Chart Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Picture Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	SmartArt Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	Text Box Tools   Format   Arrange   Send Backward   Send to Back
Order   Send to Back	WordArt Tools   Format   Arrange   Send Backward   Send to Back
Show Grid	Developer   Arrange   Align   Show Grid
Size to Fit	Developer   Arrange   Size   Size to Fit
Size to Grid	Developer   Arrange   Size   Size to Grid
Snap to Grid	Developer   Arrange   Align   Snap to Grid
Tab Order	Developer   Arrange   Tab Order
Ungroup	Chart Tools   Format   Arrange   Group   Ungroup
Ungroup	Diagram Tools   Format   Arrange   Group   Ungroup
Ungroup	Drawing Tools   Format   Arrange   Group   Ungroup
Ungroup	Organization Chart Tools   Format   Arrange   Group   Ungroup
Ungroup	Picture Tools   Format   Arrange   Group   Ungroup
Ungroup	SmartArt Tools   Format   Arrange   Group   Ungroup
Ungroup	Text Box Tools   Format   Arrange   Group   Ungroup
Ungroup	WordArt Tools   Format   Arrange   Group   Ungroup
Vertical Spacing   Decrease	Developer   Arrange   Align   Distribute Vertically   Decrease Vertical
Vertical Spacing   Increase	Developer   Arrange   Align   Distribute Vertically   Increase Vertical
Vertical Spacing   Make Equal	Developer   Arrange   Align   Distribute Vertically   Equal Vertical
Vertical Spacing   Remove	Developer   Arrange   Align   Distribute Vertically   Remove

Standard Toolbar	
Outlook 2003 Location	Outlook 2010 Location
Address Book	Journal   Names   Address Book
Check Names	Journal   Names   Check Names
Copy	Format Text   Clipboard   Copy
Cut	Format Text   Clipboard   Cut
Delete	Journal   Actions   Delete
Delete	Quick Access Toolbar   Delete
Document Map	Removed from Product
File	Insert   Include   Attach File
Microsoft Office Outlook Help	Upper Ribbon   Help
Next Item	Quick Access Toolbar   Next Item
Paste	Format Text   Clipboard   Paste
Previous Item	Quick Access Toolbar   Previous Item
Print	File   Print   Print
Print	Quick Access Toolbar   Quick Print
Save and Close	Journal   Actions   Save & Close
Translate	Review   Language   Translate   Translate Selected Text