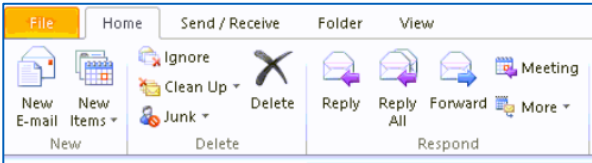

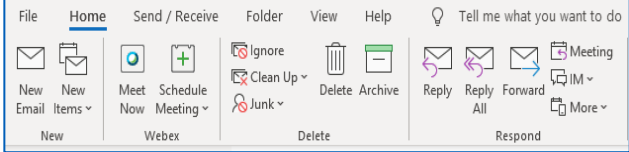
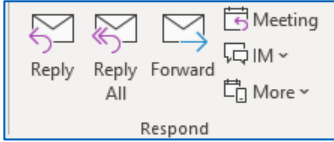
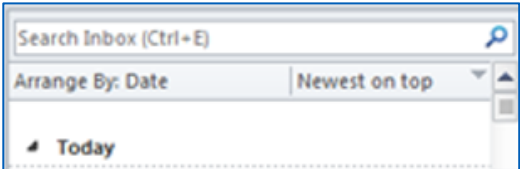
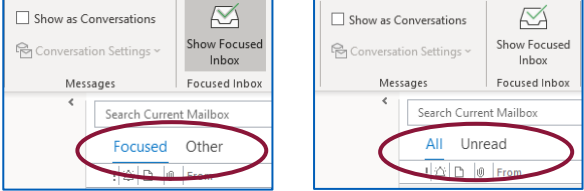
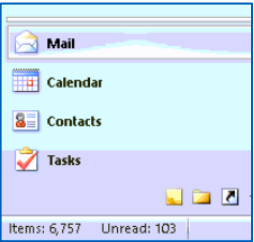
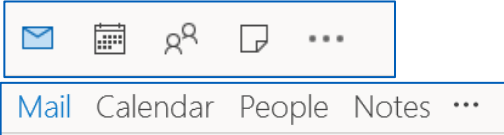


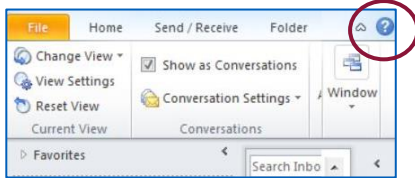
# Outlook 2010 vs Outlook 365

This guide highlights some of the differences between the Outlook 2010 and Outlook 365 applications

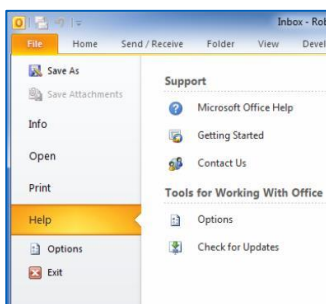
Quick Reference Guide	
Outlook 2010	Outlook 365
<p><b>Toolbars and Ribbons</b> Outlook 2010 Theme had a simplified design and brightly coloured icons.</p>  <p>Outlook 2010 had a limited additional responses, such as reply with meeting suggestion or forward as attachment.</p> 	<p><b>Toolbars and Ribbons</b> Outlook 365 Theme maintains the simplified design including more simplified icons.</p>  <p>In addition to the responses featured in earlier versions, Outlook 365 also enables the user to reply to sender using <b>Instant Message via MS Teams</b>.</p> 
<p><b>Inbox View</b> Outlook 2010 included all received emails, both read and unread, in a single view.</p> 	<p><b>Inbox View</b> Outlook 365 enables users to choose different inbox views Focused/Other and All/Unread</p>  <p>Click <b>Show Focused Inbox</b> to turn Focused Inbox on/off in View menu.</p>
<p><b>Module Navigation</b> Outlook 2010 has a larger Module Navigation menu showing both words and icons</p> 	<p><b>Module Navigation</b> Outlook 365 now has a smaller, simplified Module Navigation menu as either icons or words</p> 

### Accessing Help and & Help Themes in Outlook 2010

Help features in Outlook 2010 might have been easily overlooked.

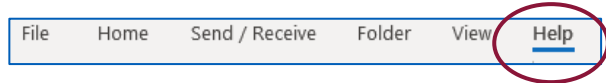


Help was not as intuitive, although still search- based for topics or themes.

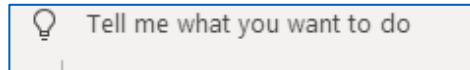


### Accessing Help and & Help Themes in Outlook 365

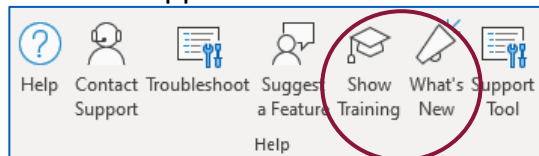
Help features in Outlook 365 is more visible.



It has a **Tell me what you want to do** function which enables a more intuitive search.

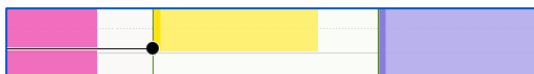


Additional help is arranged in themes including What's New and Microsoft-based support features such as Show Training and Contact Support.

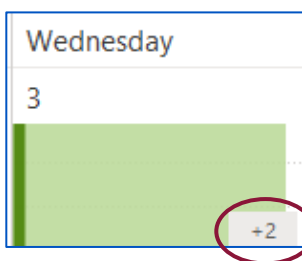


### New Features in Outlook 365 Calendar Module

Time Indicator Bar – clearly marks a timeline which stretches across the calendar screen upto Today.

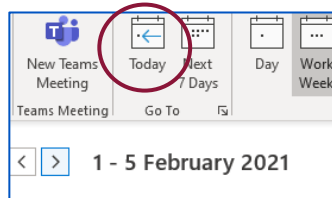


Badges indicate the number of additional events in the day, that are not presently visible on screen

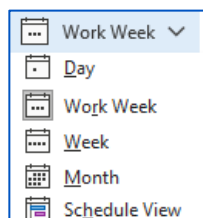


### New Features in Outlook 365 Calendar Module

View future or past dates/events and easily return to Today



Switch between Calendar Views quickly and easily using the dropdown menu in the top right corner of the screen.



To book training or speak to a trainer, please get in touch via:  
 t 0151 317 8408 e [training@imerseyside.nhs.uk](mailto:training@imerseyside.nhs.uk)