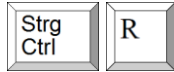


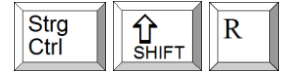


**E-MAILS**

Antwort öffnen



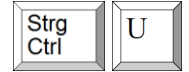
AW an alle



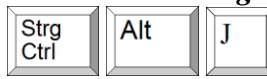
als *gelesen* markieren



als *ungelesen* markieren



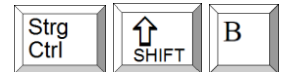
Aufheben Spam-/Junk-Mail-Kennzeichnung



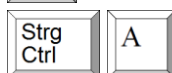
Nachricht kennzeichnen



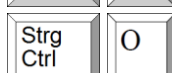
Adressbuch



Alles markieren



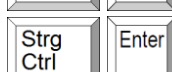
Öffnen Nachricht



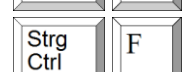
neue Nachricht



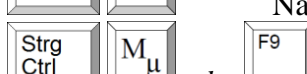
Nachricht **senden**



Nachricht **weiterleiten**



Nachricht übermitteln



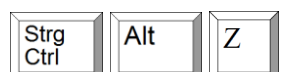
Nachverfolgung



Suchen *ohne* Unterordner



Suchen *mit* Unterordnern



**KONTAKTE**

neuer Kontakt



„Kontakt suchen“ starten



zu erstem Kontakt



zu letztem Kontakt



**KALENDER**

Woche (aktuell): zu erstem Tag



Woche (aktuell): letzter Tag



gleicher Tag: nächste Woche



gleicher Tag: vorherige Woche



Monat: erster Tag

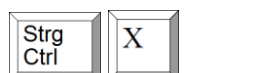


Monat: letzter Tag:

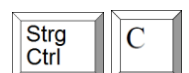


**ALLGEMEINES**

Markiertes **ausschneiden**



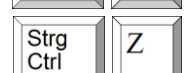
Markiertes **kopieren**



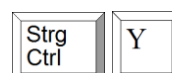
**Einfügen** (aus Zwischenablage)  
[zuvor Kopiertes / Ausgeschnittenes]



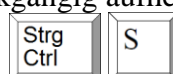
Aktion **rückgängig** [zurück]



**Wiederherstellen** (Aktion Rückgängig aufheben)



**Sichern = Speichern**



**Speichern unter ...** (direkter Fenster-Aufruf)



**Drucken** (Print-Fenster öffnet sich)



**Neues Element** öffnen



**Öffnen:** vorhandenes Element



»OUTLOOK« **beenden**



Hinweis: Je nach »Office«-Version sind Abweichungen der Kombi-Belegungen nicht ausgeschlossen; *teils* in alten Versionen *nicht* enthalten.

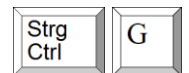


**TERMINPLANER**

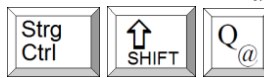
neuer Termin



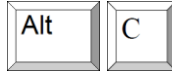
zu Datum gehen ...



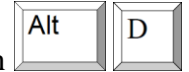
neue Besprechungsanfrage



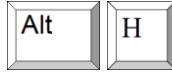
Besprechungsanfrage annehmen



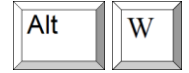
Besprechungsanfrageablehnen



Ansicht Tag



Ansicht Woche



Ansicht Monat



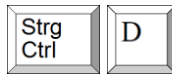
Termin: **nächster**



Termin: **vorheriger**



Löschen markiertes Element



**AUFGABEN**

Aufgabe annehmen

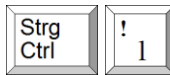


Aufgabe ablehnen

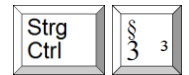


**WEITERE KOMBIS**

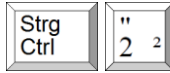
E-Mail



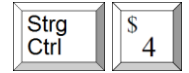
Kontakte



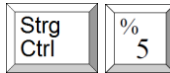
Kalender



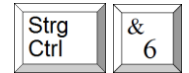
Aufgaben



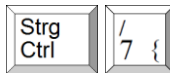
Notizen



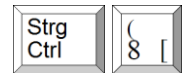
Ordnerliste



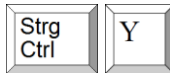
Verknüpfung



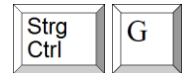
Journal



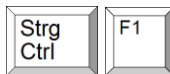
wechseln zu Ordner ...



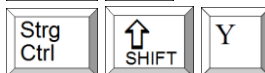
zu Datum gehen ...



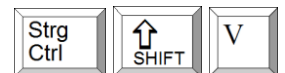
Quickinfo



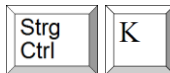
kopiere Element



verschiebe Element



Hyperlink einfügen



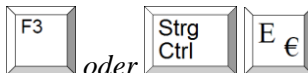
Rechtschreibung überprüfen



Feld bearbeiten



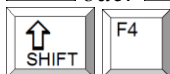
suche Element



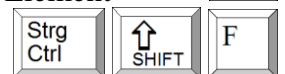
suche Text in Element



Text weitersuchen



„erweiterte Suche“



Eigenschaften anzeigen



Löschen (delete)

