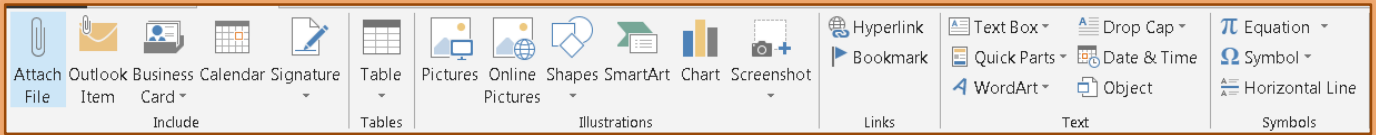


Untitled – Message Ribbon-Insert Tab

This ribbon is used to perform different tasks when creating a new message in Outlook. Tasks such as inserting pictures, shapes, SmartArt, Signature, and other objects can be done using this Ribbon Tab. The table below provides a listing of the groups and buttons on the Insert Tab of this ribbon. A description of each button is also provided.



Group/Button	Description
Include Group	
Attach File	This button is used to attach a file to a message. When the button is clicked, the Insert File window will display.
Outlook Item	Use this button to attach another Outlook item, such as a Task, to a message.
Business Card	Click this button to insert an electronic business card into an message. The People list will display when this option is selected.
Calendar	This button is used to attach your Calendar information to a message. It is necessary for the person receiving the message to have Outlook installed for them to view the Calendar info.
Signature	To insert your signature into a message, click this button.
Tables Group	
Table	This button is used to insert a table in the text area of the message. The table can then be formatted using the Tables Tools Tabs.
Illustrations Group	
Picture	Click this button to insert a picture from a file into the text area of a message. The Insert Picture window will display when the button is clicked.
Online Pictures	To insert a clip art image into the text area of a message, click this button. The Insert Pictures window will display. Search in either of the two options (Office.com Clip Art or Bing Immage Search) to locate a picture.
Shapes	This button is used to insert shapes, such as rectangles and circles, into the text area of a message. Once the shape has been selected, click in the text area and then draw the shape.
SmartArt	Smart Art is used to insert diagrams and other objects used to show a process into the text area of a message. When the button is clicked, a gallery of different SmartArt Graphics will display.
Chart	To insert an Excel chart into the text area of a message, click this button.
Screenshot	Use this button to insert a picture of any program that is not minimized to the Task Bar. Click Screen Clipping to insert a picture of any part of the screen.

Group/Button	Description
Links Group	
Hyperlink	This button is used to insert a link to a Web page or a document into the text area of the message.
Bookmark	Bookmarks are used to move to a specific point within a document.
Text Group	
Text Box	Click this button to insert a text box into a message. A textbox can be used to highlight something within the area.
Quick Parts	The only option available in this area is the AutoText feature. This means that pre-saved text can be inserted into the text area of the message.
WordArt	Use this button to insert a WordArt image into the text area of a message. Word Art is used to add special formatting to text. When the button is selected, a gallery of different WordArt Shapes will display.
Drop Cap	To add emphasis to the first letter in a paragraph, click this button. The first letter of the paragraph will appear larger than all the other letters in the paragraph.
Date & Time	Click this button to insert a date within the text area of the message. A gallery of different date and time formats will appear.
Object	This button is used to insert an object, such as an Excel chart or Word table, into the text area of a message.
Symbols Group	
Equation	To insert an equation within the message text area, click this button. The Equation Tools Design Contextual Tab will display. This tab is used to insert and format equations.
Symbol	Click this button to insert a symbol into the message text area. A gallery of symbols will display when the button is clicked.
Horizontal Line	Use this button to insert a Horizontal Line into the text area of the message. Double-click the line to change the color or height of the line.