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to check each account for new emails manually since all emails will be collected in a single folder. In this post, we will create a simple rule that will direct all received emails to the specified folder. Launch Outlook 2010 and from the left sidebar, select an account, right-click it and hit New Folder.

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Uninstall any 32-bit versions of Office. See Uninstall or remove Office 2010. Make sure any 3rd-party Office add-ins that you rely on are stated as being Office 2010 and 64-bit compatible. Possible backward incompatibility is why, if in doubt, stay with the 32-bit version. Insert the Office 2010 installation disc.

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## **Microsoft Office: Word, Excel, PowerPoint & More - Apps on ...**

In Microsoft Office  
2007, there was  
something called the  
Microsoft Office Button  
( ) in the top left-hand  
corner. In Microsoft  
Office 2010, this has  
been replaced with a  
tab in the Ribbon



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called “File.” When you left-click on this tab, a drop-down menu appears. From this menu, you can perform the same functions as were

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