

Here are some Microsoft Outlook tips for your convenience

MARK COMMENTS ON FORWARDED MESSAGES

When you forward an email and include the original text, you want to make sure that it's clear which comments are yours and which were part of the forwarded message. Outlook provides a simple way to identify you.

Click **File, Options, Mail, Replies & Forwards**. Click **Preface comments with**, and then type your name in the accompanying box. Click **OK**. Now whenever you make a comment in a forwarded message, Outlook will identify you as the commentator.

CREATING A NEW E-MAIL SHORTCUT

To create a shortcut that will open your Outlook email starting a new e-mail, right click on an open area of your **desktop**. Select **New, Shortcut**. For the Command Line, enter **mailto:** For the title enter something like **New E-Mail**. When you click on this your default e-mail program should start with a new e-mail form.

OPEN SEVERAL MESSAGES AT THE SAME TIME

Hold **CTRL** while you click each message. After you select the messages, on the **File** menu, point to **Open**, and then click **Selected Items**.

SET A REMINDER TO REPLY TO A MESSAGE

Right-click the message you want to set the reminder for, point to **Follow Up**, and then click **Add Reminder**. In the **Due Date** list, click the date when you have to complete the reply. Click **Reminder**. Select the date and time you want the reminder to be sent. Click **OK**.

SEND A MESSAGE TO MULTIPLE PEOPLE WITHOUT REVEALING OTHER IDENTITIES

To send a message to someone without other recipients of the message knowing, use the **Bcc** line in the message. **Bcc** stands for blind carbon copy. If you add someone's name to the **Bcc** line, a copy of the message is sent to that person, but his or her name is not visible to other recipients.

FIND RELATED MESSAGES

To find related messages, right-click the message. On the shortcut menu point to **Find Related**. Click **Messages in this conversation**. The **Advanced Find** dialog box appears with a list of related messages.

SORT MESSAGES ALPHABETICALLY BY SENDER NAME

To sort, click **From**. To reverse the alphabetical order, click **From** again. To sort by Subject line, click **Subject**. You can sort this way in any table in Outlook.

QUICKLY SEE THE NEXT OR PREVIOUS MESSAGE IN A CONVERSATION OR THREAD

In a message, click the small arrow next to the **Previous Item** button or **Next Item** button, and then click **Item** in **Conversation Topic**.

RECALL A MESSAGE

To recall or replace a sent message, open the message in the **Sent Items** folder, and on the **Actions** menu, click **Recall This Message**.

Note: *This can only be done if the message is unread.*

AUTOMATICALLY ADD A SIGNATURE OR LOGO TO EACH MESSAGE YOU SEND

Click **File**, then **Options**. Select the **Mail** section. Select **Signatures**. The **Signatures and Stationary** dialog box will appear. Create a new signature by selecting **New**. Assign the new signature a name. Once you have completed your signature, assign it as your default signature by selecting the drop down box on the **New Messages** box under **Choose default signature**. If

you want the same signature for replies/forwards select the same signature. You can create a different one for Replies and Forwards if you prefer.

QUICKLY TEST THE HYPERLINK IN THE MESSAGE YOU JUST WROTE

Press **CTRL** while you click the hyperlink.

DELETE NAMES FROM THE AUTO COMPLETE LIST

Select the unwanted name by using the **UP ARROW** or **DOWN ARROW** key and then press **Delete**.

MAKE SENDING A FILE THROUGH EMAIL EVEN EASIER

You can send a file on your computer through e-mail by right-clicking the file, pointing to **Send To**, and then clicking **Mail Recipient**. Text is automatically added to the body of the message; however, you can delete the text and add your own text by clicking in the message body and pressing **CTRL+A**.

FIND ALL MESSAGES SENT BY THE SAME PERSON

Right-click a message from that person, and then on the **shortcut** menu, point to **Find Related**. Click **Messages from Sender**. The **Advanced Find** dialog box displays a list of all messages in a folder from that person.

CHANGE CALENDAR WORK WEEK OPTIONS

You say tomato, I say tomaahto. I think the week starts on Monday; you swear it actually begins on Sunday. Now we can both be right. It's easy to change your Outlook Calendar so it starts a week on whichever day you want.

Click **File, Options**. Select **Calendar**. Choose which day you want to start your week with under **First Day Of Week**. Click **OK**.

QUICKLY CREATE AN APPOINTMENT IN CALENDAR

Click the day, drag over the block of time when the appointment occurs, and then type a description.

TO SET AN APPOINTMENT TO REPEAT, DESIGNATE IT AS RECURRING

In the appointment, click **Recurrence**.

LET OUTLOOK FIND A MEETING TIME WHEN ALL ATTENDEES ARE AVAILABLE

Within the appointment, select the scheduling On the **Scheduling** section, type the names of the attendees in the All Attendees list, and then click **AutoPick** Next.

ATTACH AN AGENDA OR MEETING MINUTES TO A MEETING REQUEST

If the agenda or minutes are in a file, you can attach the file to a meeting request. In the meeting request, on the **Insert** menu, click **File**, and then locate the file you want to attach.

CANCEL A MEETING

Even the best-laid plans can go south. Despite your careful planning, at some point you'll need to cancel a meeting. Fortunately, it's easy.

Open the meeting from your Calendar. Click **Actions, Delete**. You can also click the **Delete** button (which looks like a black X) on the **Standard** toolbar. You'll have the option to send a cancellation notice to the people you invited, which will save you the trouble of sending a separate email. Select **Send Cancellation and Delete Meeting**. Click **OK**.

ADD A NEW CONTACT FROM AN EMAIL MESSAGE

Open the message. In the **From** field, right-click the name you want to make into a contact. On the shortcut menu, click **Add to Outlook Contacts**.

CREATE A TASK RELATED TO A CONTACT

Click the contact, click **More** on the ribbon, and then click **Assign Task**.

SEND A MESSAGE FAST TO A CONTACT

Click the contact and click **Email** on the ribbon.

QUICKLY MARK A TASK COMPLETE

Right-click the task and then click **Mark Complete** on the shortcut menu.

QUICKLY ASSIGN A TASK

Right-click the task, and then on the **shortcut** menu, click **Assign Task** and type a name in the **To** box.

ADD CATEGORIES TO PREVIEW PANE

Right click on Preview bar heading. Select **View Settings, Columns**. Click **Fields**. Then select the field(s) you want to display and click **Add**.