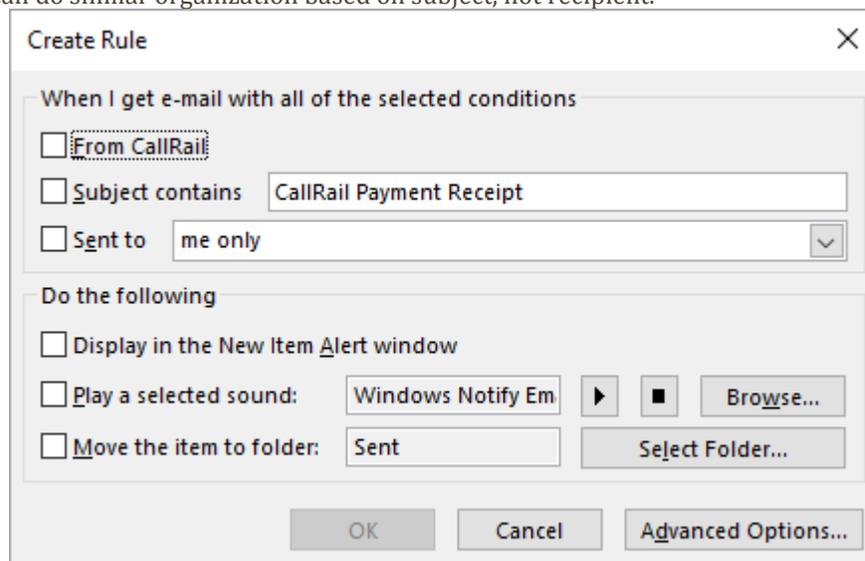


# Tips & Tricks for Microsoft Outlook

August 8, 2016

1. Convenient Keyboard shortcuts:
  - a. To create a new email message, **Ctrl+N**
  - b. To reply to a message, **Ctrl+R**
  - c. To Reply to All, **Ctrl+Shift+R**
  - d. To forward a message, **Ctrl+F**
  - e. To send a message, **Ctrl+Enter** (unless this option is disabled)
  - f. Switch between mail, calendar, contacts, and other items in the navigation pane by hitting **Ctrl + [the place number of the item]**,
    - i. e.g. **Ctrl+1** will open mail, **Ctrl+2** will open the calendar, and so forth.
  - g. Create a new item from the clipboard. Copy any text to your clipboard, then in Outlook press **Ctrl+V**. Outlook will create a new message (or note or appointment or whatever item, depending on the folder you're viewing) with the text already pasted.
2. Inbox organization. You can create inbox folders and rules to direct messages with certain senders to those folders, so the messages will automatically go to those folders.
  - a. To create a folder, right-click on the Inbox, select **New Folder**, and type the folder name.
  - b. To create a rule, **select** the email from the sender for whom you want to make the rule, **right-click** and select **Create Rule**.
  - c. **Select** the "From ..." **checkbox**.
  - d. **Select** the "Move the item to folder:" **checkbox** and **click Select Folder**, and then **select the folder you created** for that person.
  - e. You can do similar organization based on subject, not recipient.



3. Managing Multiple signatures (signature for new messages, for reply messages):
  - a. Go to **File > Options > Mail > Click on Signatures**.
  - b. Click **New**, and **type a name** for the signature.
  - c. **Enter the text** and formatting for the signature, when finished click **Save**.
  - d. In the **drop-down menus on the right**, select from the dropdown the signature you want to use for
    - i. **New Messages** (full signature)
    - ii. **Replies/Forwards** (shortened signature).
4. Using Follow-up flags to track messages / tasks. This is a convenient feature that lets you remember if you need to follow up on an email.

- a. For an email you want to track, **click on the flag beside it** (on the right).
  - i. To select a different priority (time range within which to follow up), **right-click on the Flag** beside it and **select the appropriate time range**.
- b. The email will now appear in **Tasks**.
  - i. To stop tracking the email (i.e. to mark the task as complete), in the list of Tasks, **click on the flag** – it will change to a check mark and disappear from the list.
  - ii. You can do the same in your inbox by **clicking on the flag**.
5. Saving emails as files.
  - a. To save an email as a file, open the email, go to **File > Save as**, and **select the location to which you want to save**. The **email will be saved as an Outlook message** that can be opened with Outlook.
  - b. **To save as a PDF**, simply print the email as a PDF (**File > Print > Select Microsoft Print to PDF printer**)
6. Manual Send/Receive. This allows you to have a second look through all your emails before you send them, but requires you to remember to do that.
  - a. To set manual Send/Receive, go to **File > Options > Advanced > Scroll to Send and Receive**.
  - b. **Uncheck the box “Send immediately when connected”** and press **OK**.
  - c. Now, all emails that you send will appear in the **Outbox**.
  - d. To send all emails in the Outbox, in the **Home** tab press **“Send/Receive All Folders”**.