

Microsoft Outlook Tips & Tricks

Mail

Opening Multiple Windows

1. Right click on the (Mail, Calendar, People, Tasks) buttons on the bottom

2. Choose 

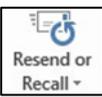
Insert a Screenshot in an Outlook Message

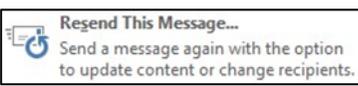
1. Create new mail message
2. Click in the body of the message

3. Choose Insert, Screenshot 

How to Resend or Recall an Outlook Message

1. Open the message in Sent Items folder

2. Choose File, Info, click 

3. Choose  or 

Reduce Clutter with Outlook's Clean Up Conversation Feature

1. Go to the folder (**Inbox**) or message

2. Choose from the **HOME** button, 

3. Choose  if you just want to clean up the email (including sent items)

OR

4. Choose  if you want to clean up the entire folder

Auto-close Outlook's Message Window after a Reply

1. Choose File, Options, Mail

2. Scroll down to 

3. Add a checkmark next to **Close original message window when replying or forwarding**

Keep Meeting Invites in the Inbox

1. Choose File, Options, Mail

2. Scroll down to 

3. Remove the checkmark next to **Delete meeting requests and notifications from Inbox after responding**

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Calendar

Viewing any Number of Consecutive Days

1. Go to  and press ALT and the number of days you want to see. For example, press ALT+4 and Outlook will show you 4 days side by side.

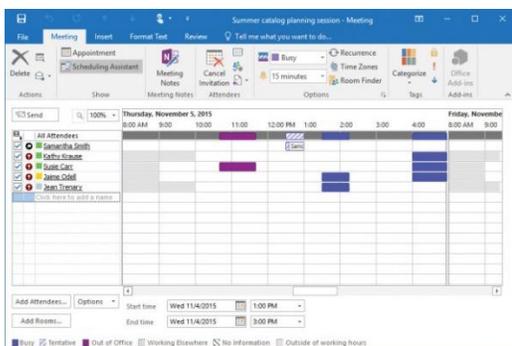
View Non-Consecutive Days “Side by side”

1. On the calendar thumbnail on the left side, click on the first date that you want to see
2. Hold the control (CTRL) key on the keyboard and then use the mouse to click on all the other dates that you are interested in.

View Group Schedules for Viewing Free/Busy time of Many People

1. Create a Meeting and add all the people you’d like to invite
2. Click on Scheduling Assistant.

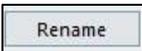
This will show you the times that the participants have blocked off.



Categorizing Meetings and Appointments in the Calendar

1. In the Calendar, right-click the meeting or appointment
2. Choose 
3. Click a color category

To create a new category or change the name of a category

1. Choose 
2. Select the color you want to change and choose  OR
3. Choose  to create a new category

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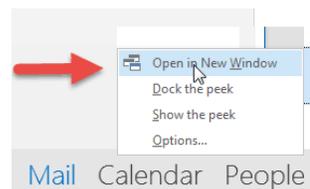
Drag and Drop (from Anywhere to Anywhere)

1. You can drag an email to the **Calendar** button to create new **APPOINTMENT** with the body of the email in the appointment
 - a. You can change the **APPOINTMENT** to a meeting by choosing 
 - b. You can change the **APPOINTMENT** to a Skype meeting by choosing 
2. You can drag an email to the **People** button to create new **CONTACT** with the body of the email in the contact notes
3. You can drag an appointment from your calendar to the **Mail** button to create a meeting invite with the appointment details in the body of the email
4. You can drag an email to the **Tasks** button to create new **TASK** with the body of the email in the task
 - a. You can change the **TASK** to an assigned task by choosing 

Basically, if you can see it, you can drag to it and from it

Launching a New Window

1. Right click on a folder such as Calendar, Contacts, Sent Items and choose Open in New Window.
2. Now you can cycle through them by clicking on the task bar at the bottom or ALT TAB.
3. To have Outlook reopen this way next time, close Outlook from the main screen with the File menu and choose Exit.



Miscellaneous Tips

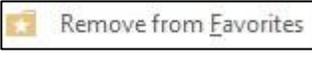
Adding and Removing to/from the Outlook Favorites List

1. Right-click the folder that you want to add to favorites

2. Choose 

OR

1. Right-click the folder that you want to add to favorites

2. Choose 

NOTE: Make sure that you remove folders from the Favorites rather than delete them. When you remove a folder from Favorites, the original folder in the folder list remains. Deleting a folder from Favorites deletes the folder and its contents from Outlook.

Creating a New Email, New Appointment, New Meeting, etc.

If you right click on the Outlook icon on the taskbar, a pop-up “jumplist” menu will appear. It will let you create an email message, appointment, meeting, contact, or task by selecting an item. Outlook doesn’t need to be open when you click on an item, and the only part of the Outlook interface that opens is the part you need to perform the task you select.

