MS 365 Outlook Overview

Outline

- **Top 10 Tips & Tricks**
- **Organize Your Inbox**
- **Managing Incoming Messages**
- **Send & Reply to Messages**
- **Stay on Task**
- **Tips & Tricks for Calendars**
- **Tips for Working with Contacts**
- **More Tips & Tricks**
- **Review**

Top 10 Tips & Tricks

- **Find Contacts in Seconds**
- **View Outlook in Multiple Windows**
- **A People to Favorites**
- **Flag Messages for To-Do List**
- **Create new items with drop-n-drag**
- **Listen to your Emails**
- **Create Groups**
- **Extend Outlook with AddIns**

Exercise Files: None

Organize Your Inbox

- **View Your Inbox Your Way**
- **View by Conversation**
- **Work with Folders and subfolders**
- **Delete Old Messages**
- **Archive Messages**

Managing Incoming Messages

- **Speed read you email**
- **Use Quick Steps**
- **Color Code important messages**
- **Automate Rules for incoming messages**
- **Make Use of Favorites**
- **Find an Email**
- **Use Search Folders**

Send & Reply to Messages

- **Set your Default address book**

- **Skip Attachments with OneDrive Links**

- **Make great Use of Drafts Folder**

- **Add a hyperlink to an email**

- **Check and Address Accessibility issues**

- **Flag a message for the recipient**

Stay on Task

- **Seven ways to create a new task**

- **View and Edit task lists**

- **Set Task Reminders**

Tips & Tricks for Calendars

- Display a custom range with a Date Navigator
- Assign Categories
- Reschedule Appointment and meetings
- Clone an Appointment
- Chane a Time Scale
- Show Three Time Zones
- Show Time Zones in an appointment or meeting

Tips for Working with Contacts

- **Add a Photo to a Contact**
- **Map a Contacts Address**
- **Share Contact with Colleagues**
- **Make Personal Contacts Private**
- **Create a Contact Group**
- **Connect to Contacts on LinkedIn**
- **Set up Outlook for Mail Merge with Word**

More Tips & Tricks

- **Work Offline**
- **Customize the Folder Pane**
- **Customize the Quick Access Toolbar**
- **Reuse Frequently used Text with Quick Parts**
- **Reply Automatically with a specific message**

Review

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