



Outlook Tech Tips

Outlook has been around for a long time and for good reason. Outlook is easy to use and keeps everything in one place.

Here are some tips and tricks for Outlook.

(Staying Organized, Signatures, Font Size, Automatic Reply, Meeting Setup, Outlook Web, & Keyboard Shortcuts)

1. Staying Organized

a. Folders

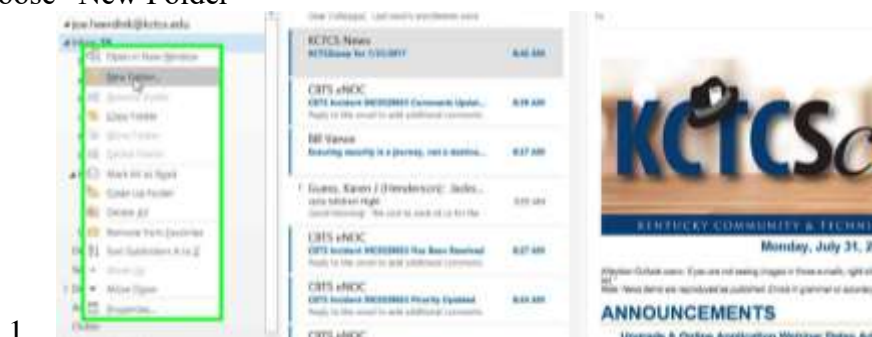
i. Open Outlook.



1.

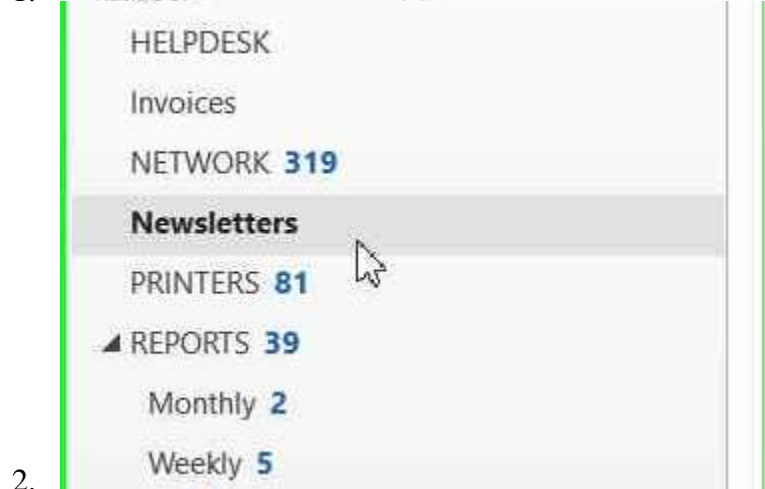
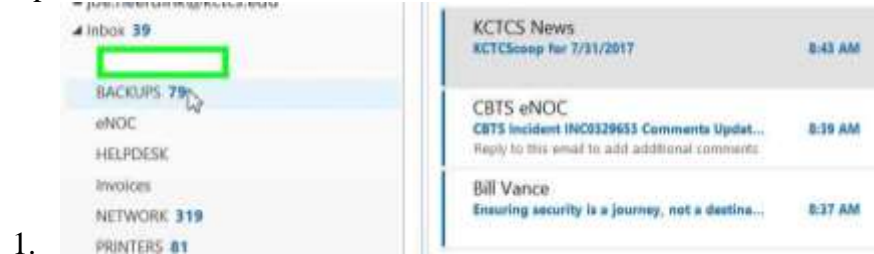
ii. Right click on your inbox.

iii. Choose “New Folder”

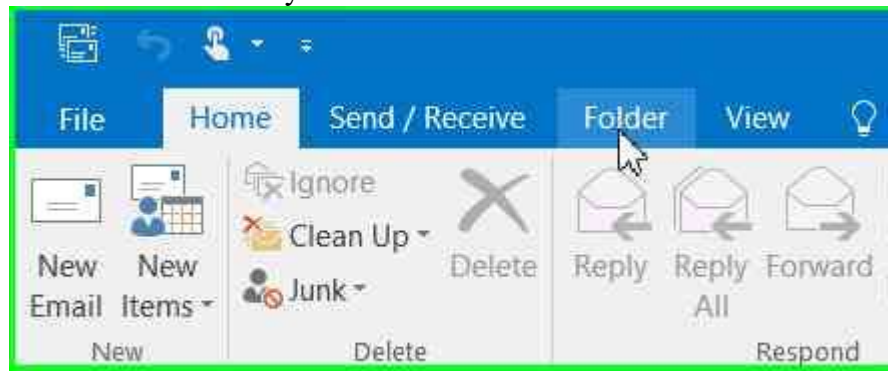


1.

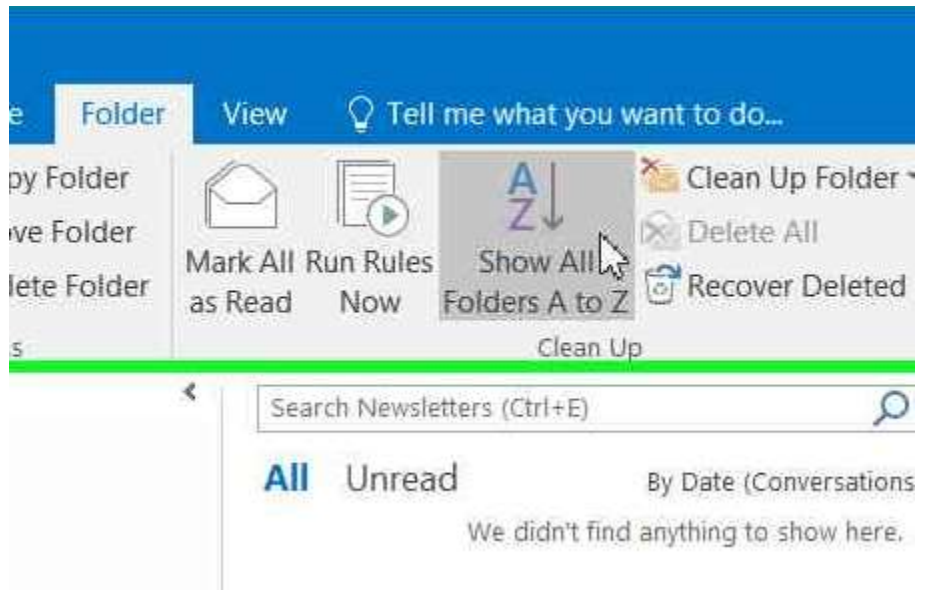
- iv. By typing, give your folder a name. I choose “Newsletters” for this example.



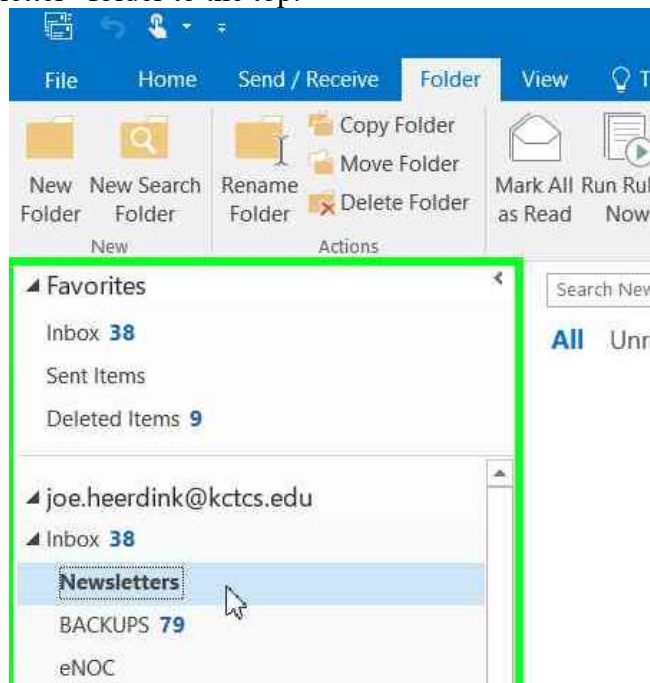
- v. You can then choose to sort your folders alphabetically or manually.
vi. Click on the “Folder” tab on your ribbon.



1. **▲ Favorites**
- vii. Then click “Show All Folders A-Z” to have your folders sorted alphabetically. You will notice if it is highlighted or not.
1. Highlighted = Sorted A-Z



- 2.
3. Not Highlighted = Manual Sort
- viii. If not highlighted you can move your folders around by clicking and dragging them to the desired location. In this example I have moved the “Newsletter” folder to the top.

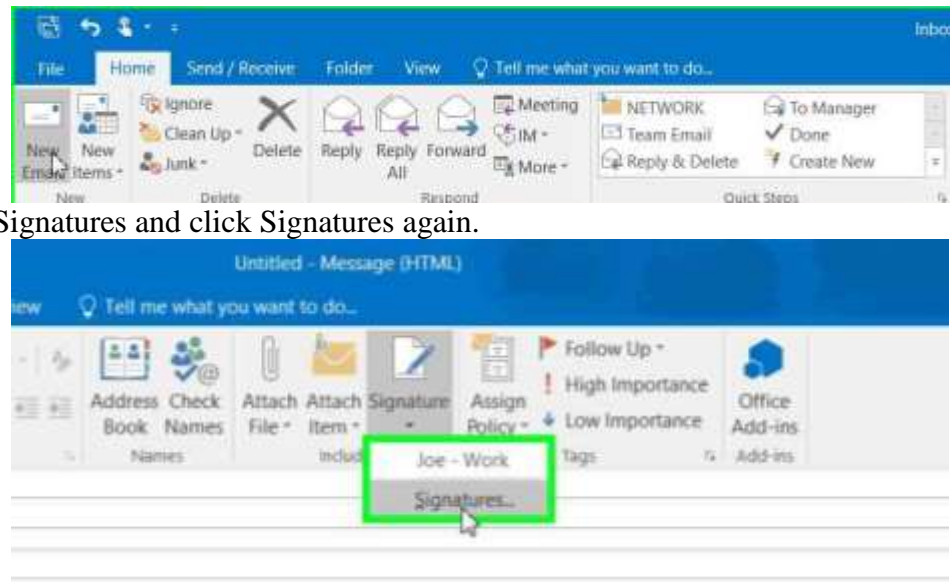


- 1.
- ix. Once you have created folders you can then drag and drop email items you would like to keep to those newly created folders.

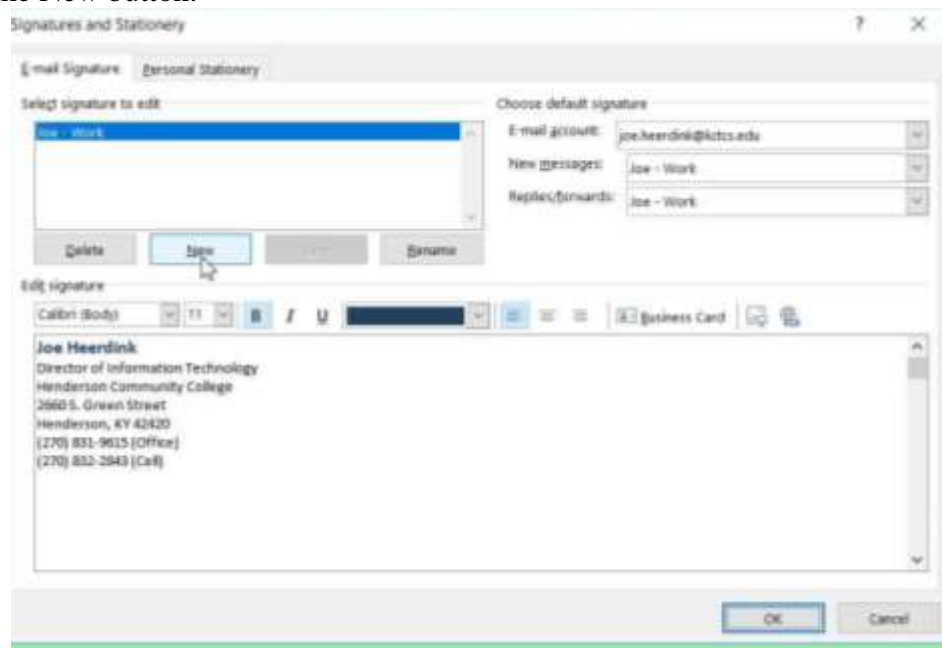
2. Create/Edit Your Signature

- a. Open Outlook.
- b. Click New Email.

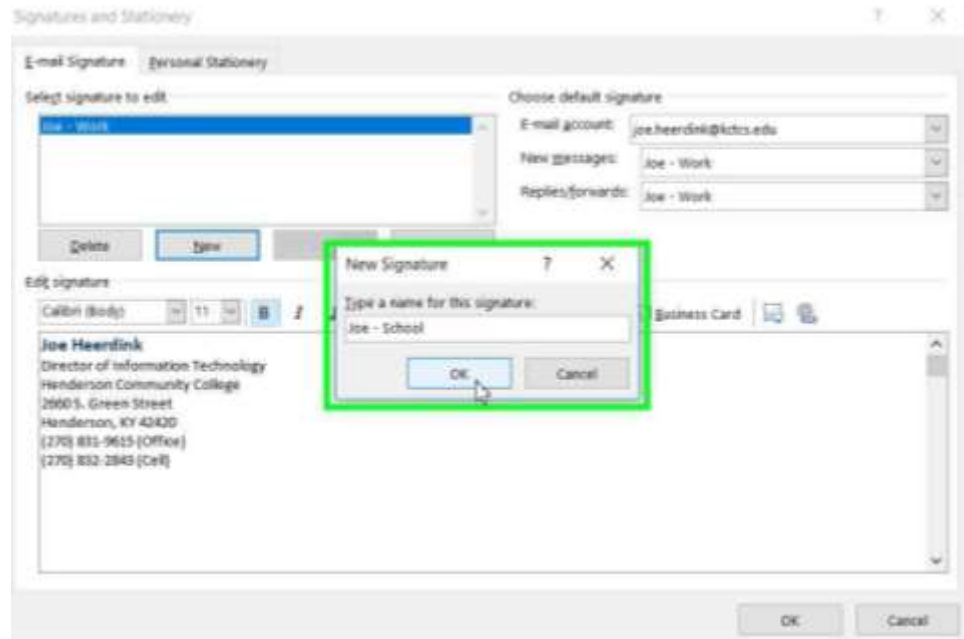
- i.
- c. Click Signatures and click Signatures again.



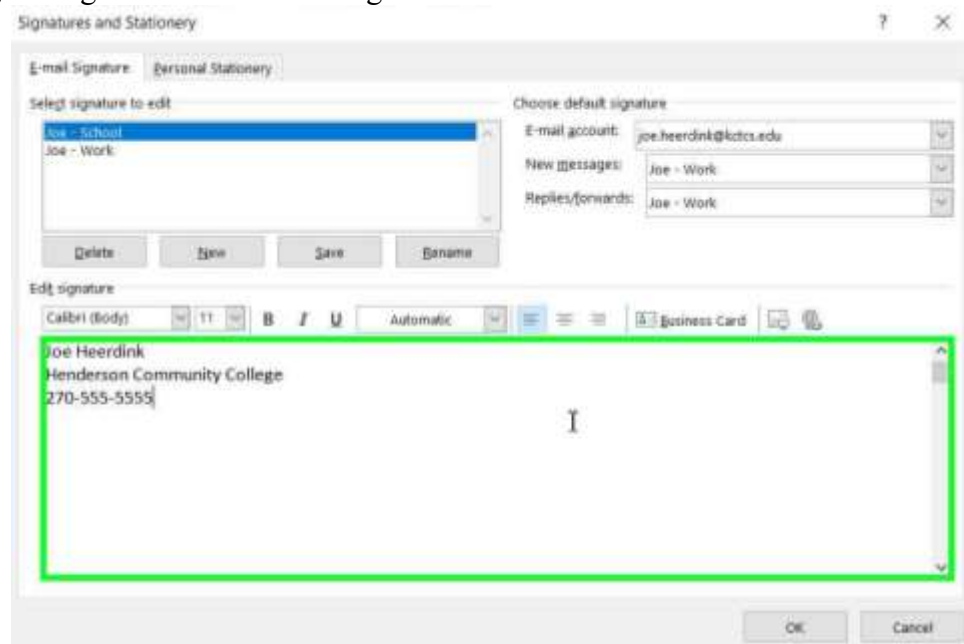
- i.
- d. Click the New button.



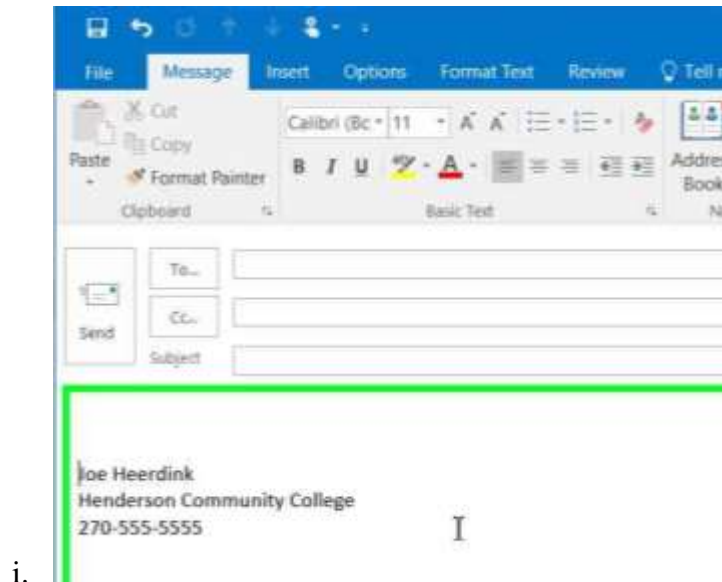
- i.
- e. Give your signature a name, “Work” or “Home” or anything else you would like



- i.
- f. Enter your signature in the “Edit Signature” box

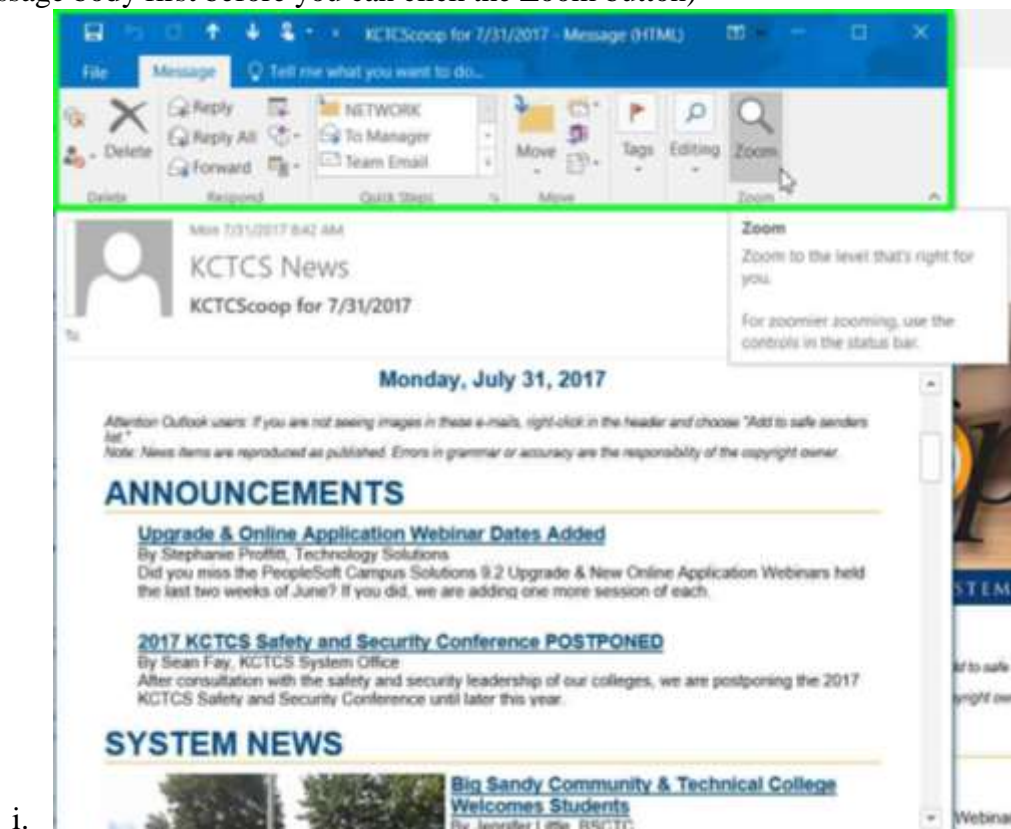


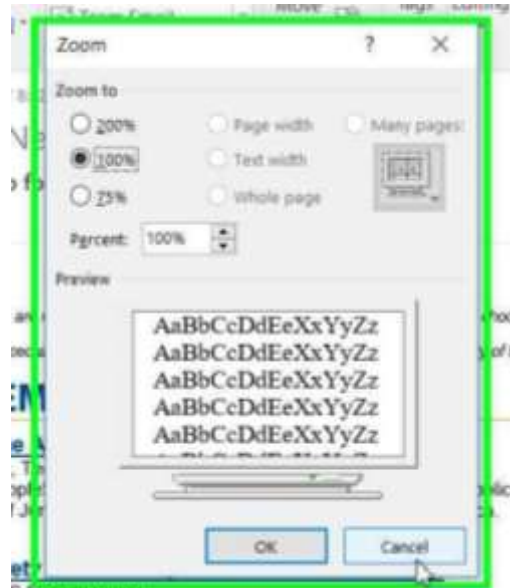
- i.
- g. Click “OK”
- h. You can add more or edit the ones you already have with the same method.



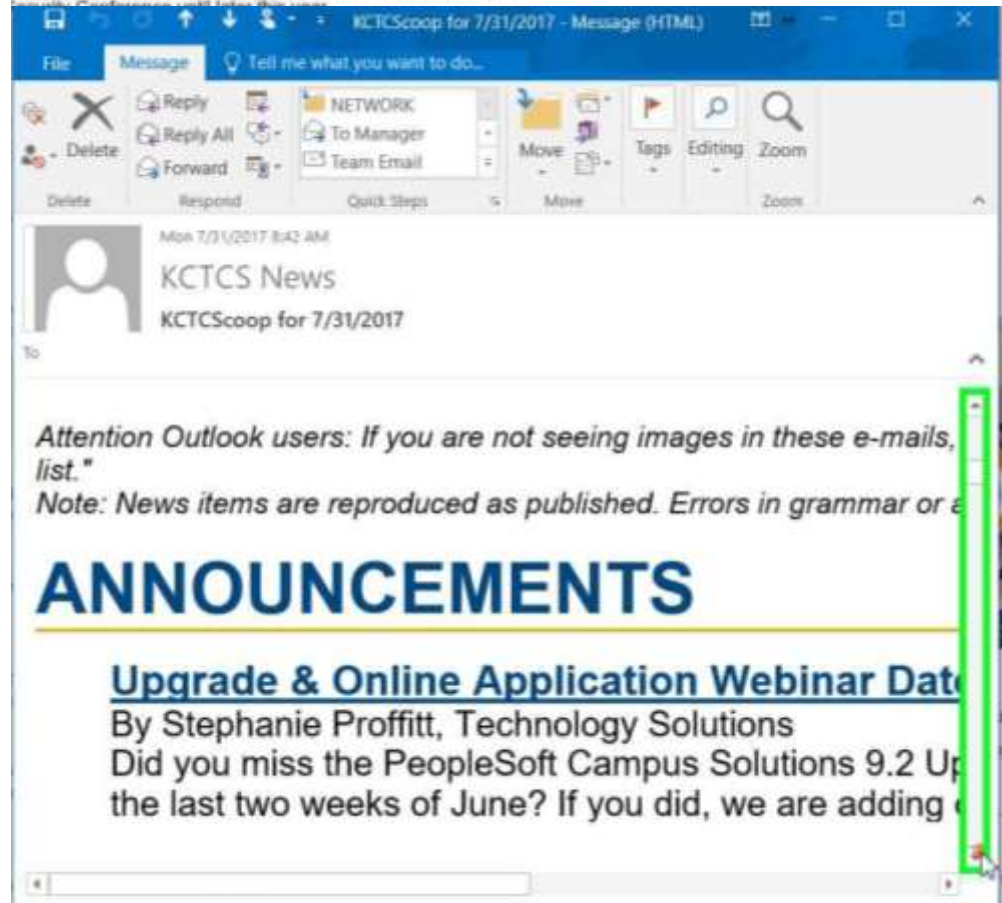
3. Increasing Font Size While Reading Email

- a. If an email message is open in its own window, you can click on the zoom button on the ribbon and select your zoom size. (Sometimes you must click the email message body first before you can click the Zoom button)





ii.



iii.

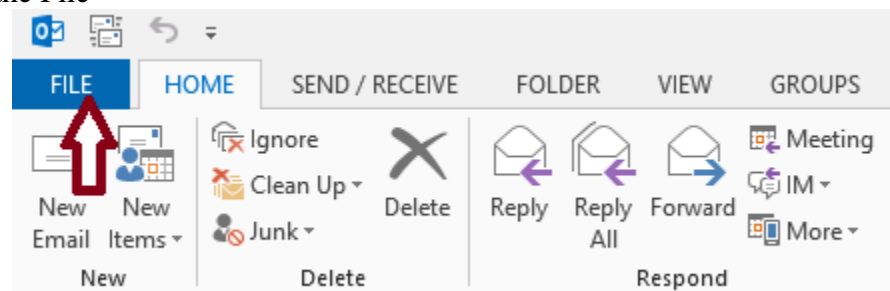
- b. If you are viewing an email message in the preview window, you can click on the plus and minus buttons on the bottom right hand side of the application.



i.

4. Set Automatic Reply (Out of Office)

- a. Open Outlook
- b. Click the File



i.

- c. Click Info

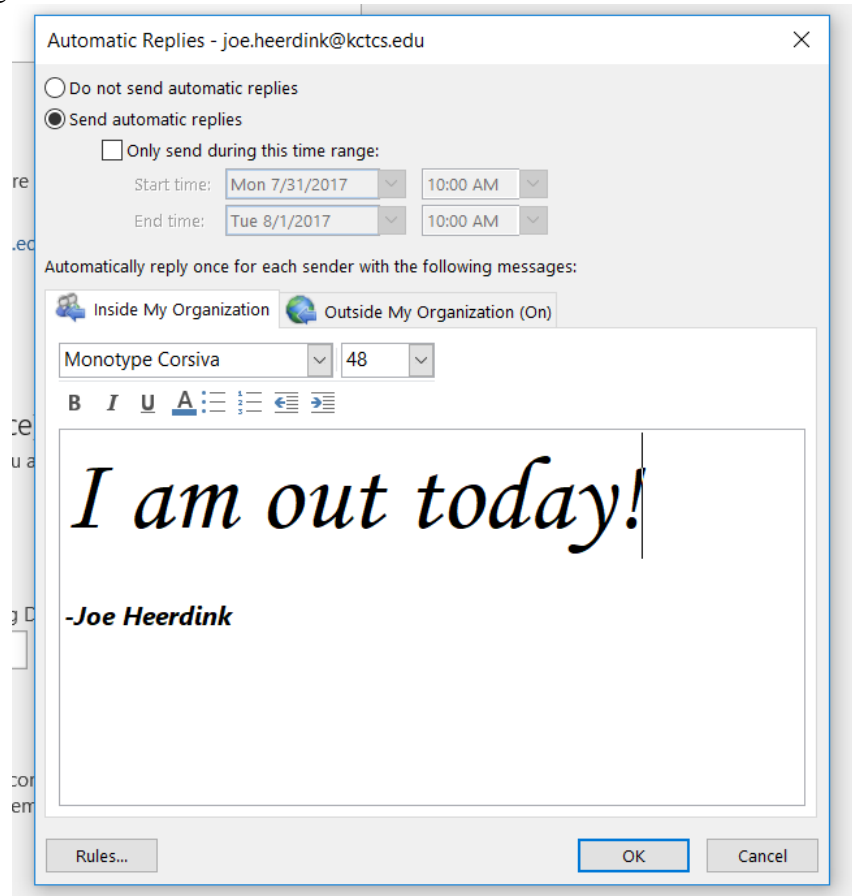


i.

- d. Click Automatic Replies button



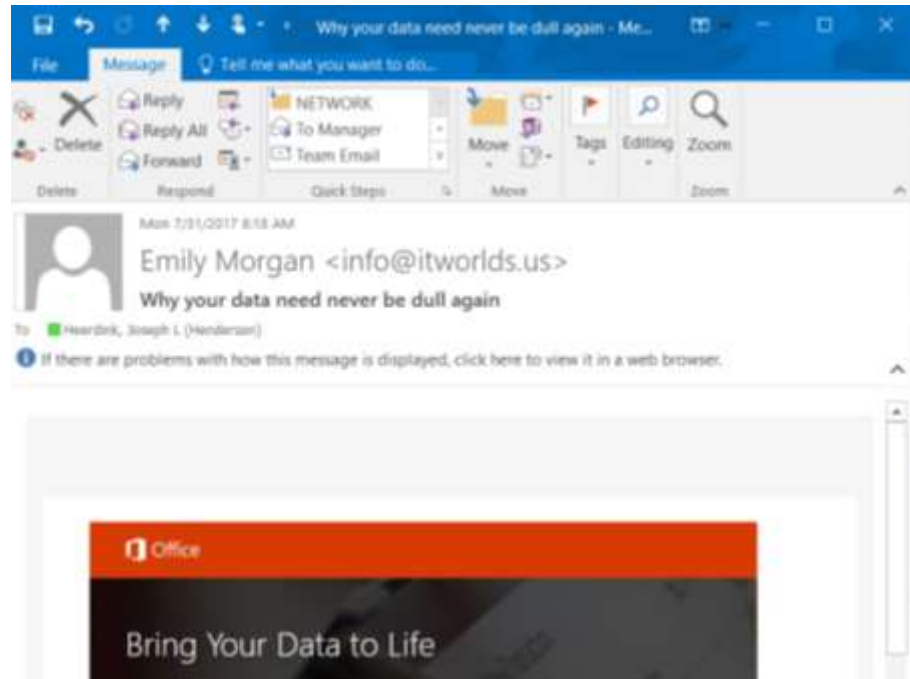
- i.
- e. In the Automatic Replies dialog box, select the “Send Automatic Replies” check box
- f. You can specify a date range
- g. You can then set different replies based on “Inside my organization” or “Outside my organization” tabs.



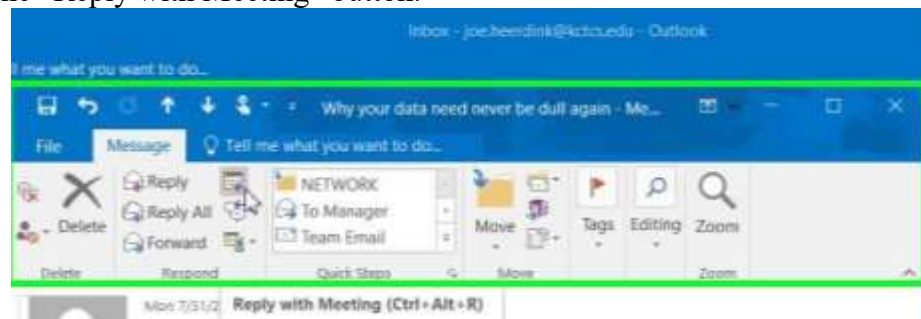
- i.
- h. When finished click “OK”

5. Turn an Email into a Meeting

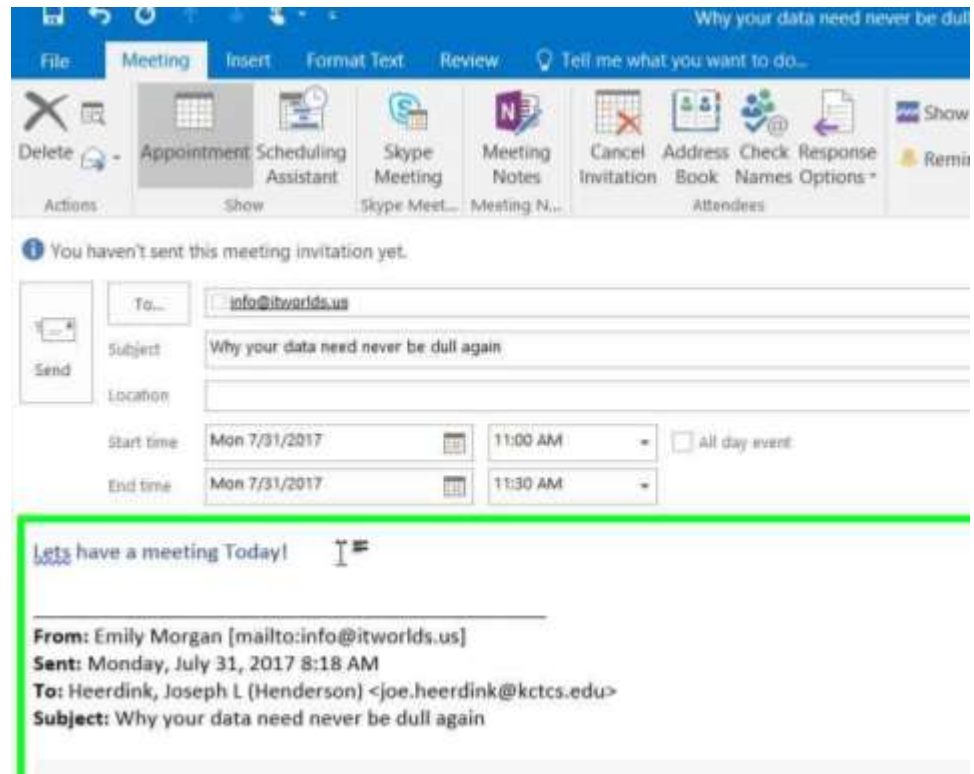
- a. Open Outlook
- b. Double click on an email to open it in a separate window



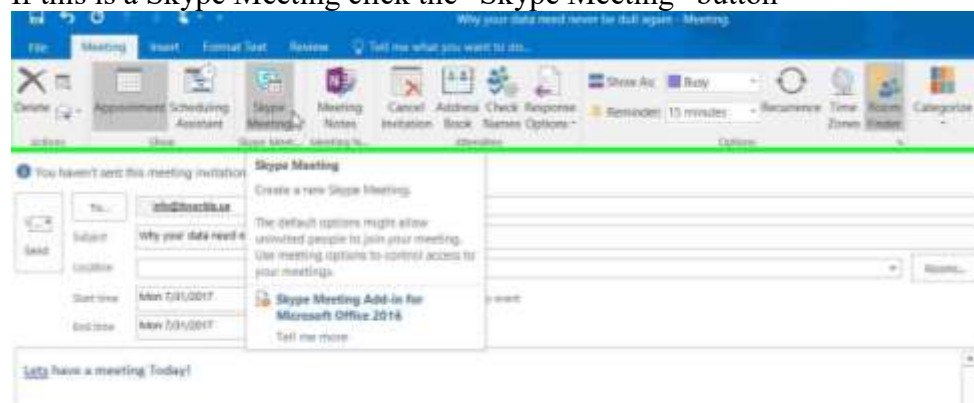
- i.
- c. Click the “Reply with Meeting” button.



- i.
- d. A meeting calendar invite opens
- e. Set time and date for meeting



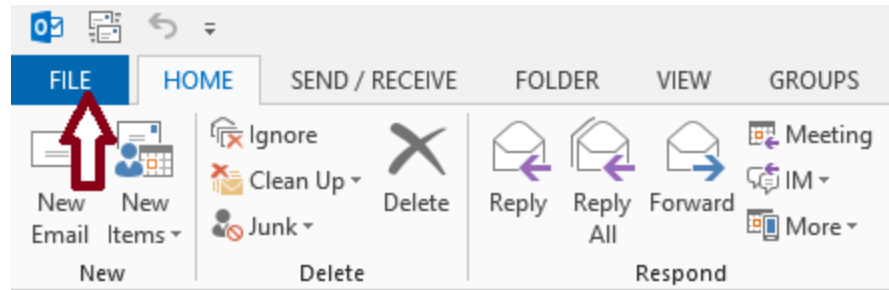
- i.
- f. Type in a location for meeting
 - i. If this is a Skype Meeting click the “Skype Meeting” button



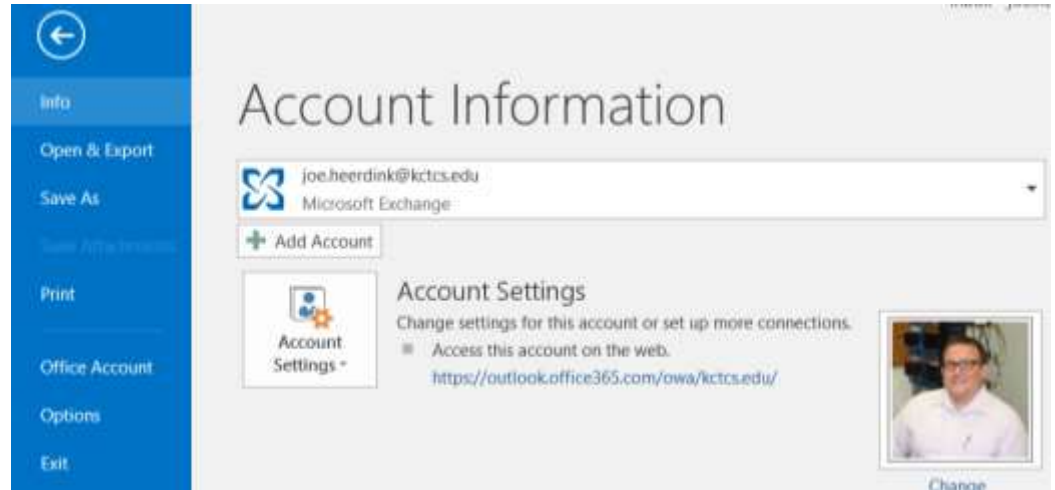
- ii.
- g. Add additional attendees to the “To:” line
- h. Click the “Send” button.

6. Find the Outlook Web Address

- a. Going out of town and need to know how to access your email from the web easily?
- b. Open Outlook
- c. Click the “File” tab



- i.
- d. Under the info section you can see the address for your organizations specific email web access.



i.

7. Keyboard Shortcuts

- Ctrl+N – Creates a New Email
- Ctrl+E – Takes you directly to the Search box
- Ctrl+Alt+R – Turns an email into a meeting invite
- Ctrl+1 – Takes you to your email
- Ctrl+2 – Takes you to your calendar
- Ctrl+3 – Takes you to People (Contacts)
- Ctrl+4 – Takes you to Tasks
- Ctrl+plus/minus – Zoom in and out