

ADVANCED MICROSOFT OUTLOOK



PRESENTED BY COLLEEN YENSER, PRSBO



PASBO 62ND ANNUAL CONFERENCE AND EXHIBITS, PITTSBURGH

March 2017

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SEVEN STEPS TO INCREASE PRODUCTIVITY

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INBOX: RULES

- Auto Process Emails or Organize
- Auto-File, Reply/Forward, Delete, Categorize and more
- Create
 - Click on the Home Tab
 - Click on Rules
 - Click on Manage Rules & Alerts
 - Use the Wizard
 - Should Test! 😊

INBOX: CLEAN-UP

- Auto Removes Multiple Copies of an Email Thread
 - Saves on Inbox Storage Quotas
- Click on Home Tab
 - Click on Clean-Up
 - Click on Clean-Up Folder (Will only do the folder you are in) or Clean-Up Folder AND Subfolders

INBOX: QUICK SEARCH

- Use Syntax to Search Inbox
- Click on Search Bar above List of Email
 - {Field}: {Value}
 - Example
 - FROM: cyenser@dasd.org

EMAIL: SCHEDULING MAIL DELIVERY

- Defers eMail delivery until ready
- Create
 - Open a new message
 - Draft eMail
 - Click on the Options Tab
 - Click on the Delay Delivery Button
 - Complete the Following
 - Do Not Deliver Before
 - Save Copy of Message
- Test
 - Depending on how Outlook is configured, local computer might need to be online for to send

EMAIL: ROUTING REPLY EMAILS

- Defers eMail delivery until ready
- Create
 - Open a new message
 - Draft eMail
 - Click on the Options Tab
 - Direct Replies To
 - Check mark and fill in email recipient

EMAIL: QUICK PARTS

- Save a template of repeated narratives to auto drop into an email.
- Create
 - Open a new message
 - Type the narrative
 - Click on the Insert Tab
 - Click on Quick Parts
 - Save to Gallery
- Use
 - Open a new message
 - Click on the Insert Tab
 - Click on the Named Narrative

OUTLOOK TASKS

- Organize To-Dos with Reference Information
- Create Re-occurrences and More
- Create
 - Option 1 - Click on Tasks
 - Click on New Task
 - Complete Template
 - Option 2 – Right Click on Email Message
 - Click on Create Task
 - Complete Template

QUESTIONS?

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