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**CIT110-02 - Principles of Computing & IT - F18 – Hitchcock**

**Assignment: MS Outlook**

**September 6th, 2018**

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**Outlook Assignment**

**First task: Researching and Reviewing**

* Best practices for email:

On this video, I learned how to organize e-mails by folders when the inbox is getting full or big of messages that you can’t erase. We can do this by:

1) Right- click on Inbox

2) Select the option of New Folder

3) Name your folder

4) Press enter

5) Drag and drop the e-mails you want to put on the folder. (If you want to select multiple e-mails at a time, you can use the Shift- key and drag them to the folder)

<https://support.office.com/en-us/article/Outlook-Best-Practices-How-Harry-got-organized-eaca7cd4-707c-475a-b308-0cfb1c24686d>

* Email etiquette:

On this site, I learned that every professional in any area needs to communicate in a professional manner, especially on e-mails because that’s how other people see if you’re a credible professional and consequently, if they will be willing to do business with you or not. With this being said, it’s clear that the first impression is the one that counts and the one that’s going to make the other person gain trust and confidence in you. The article then states some basic etiquette issues when sending a commercial e-mail, like: the professional behavior on the job, the Subject of your mail, the level of formality, addressing it correctly, all the TO:, FROM, CC:, that can either make you or break you, Replying to all, Formatting, attachments, using previous e-mails for New Correspondence, Down Edit Replies Common, courtesy, signature files and Respond Promptly.

Of all these, the ones that called more my attention were the Subject field, because it’s going to determine if the other person opens your e-mail or not and that is basically how everything starts. Also, when addressing a new person, knowing how to name them with courtesy, because sometimes we just forget to do that and that is also a sign of respect to the other person. Likewise, when sending attachments, I found it curious because I didn’t know the other person needed to have the same software to open some specific files, so it is always important to verify that and of course not sending an attachment that is too heavy and that the receiver can even open. On the other hand I found quite satisfying that I do edit my replies when talking formally to a professor, as well as having common courtesy when introducing and concluding my e-mails, so that show that I’m doing something right.

<http://www.businessemailetiquette.com/business-e-mail-etiquette-basics/>

* Best practices for Calendars:

This article mainly described the various functions of the Outlook Calendar, and its improvements. First of all, it starts explaining all the process of meetings, how to process them, request them and cancel them. Also how it varied depending on the type of outlook a person has. Then it talks about how to make events occurrences, and in general how to change your organizer as you get things in your calendar. Moreover, it also tells us how to maintain other devises, like the phone, connected to the calendar, so that everything is updated at the same time and simultaneously.

Some of the basic steps, even though they are not mentioned in the article, to make an appointment are:

1) Go to calendar

2) Select new appointment

3) Fill out the subject, location and time of the event

4) Select recurrence if it has one

5) Set a reminder

6) Click Save and Close

[https://support.office.com/en-US/article/Best-practices-when-using-the-Outlook-Calendar-D93F72D3-2361-4E0D-8D6A-5C4939C17F39us/outlook/HA103874981033.aspx?pid=CH101032731033](https://support.office.com/en-US/article/Best-practices-when-using-the-Outlook-Calendar-D93F72D3-2361-4E0D-8D6A-5C4939C17F39)

* Cool outlook tricks/ best outlook tips:

**Use Outlook’s Task List Instead of Clogging Your inbox**

This is very useful when you have a to-do list but you need a reminder to the things. You can do this by:

1. 1) Drag the email and drop it on Outlook’s task list icon.
2. Add a due date and set a date and time to receive a reminder. (You can custom the task list if you want to and organize it by due date).
3. Set a reminder that will pop up the meeting at the specific time.
4. Save your task

**Clean Up Your Inbox in One Click**

This will help you a lot mostly when you get a lot of junk e-mails full of promotions and spams. Moreover, you can drastically reduce the number of emails you have to deal with in just a few clicks. You can do this by:

1) While viewing your inbox, click the "Clean Up" button, and select "Clean up Folder."

2) Click the "Clean up Folder" button in the popup to confirm the action.

After that, Outlook will automatically remove all duplicate emails, leaving you with significantly fewer emails to sort through.

<https://zapier.com/blog/outlook-tips-and-tricks/>

**Second Task: Outlook Calendar Set- Up**





