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Outlook Tips and Tricks

Starting with Outlook Calendar, the first thing I found useful, especially for my upcoming semester, was the time zone function on the calendar. When setting up a meeting or event, one is able to set a different time zone as well. This helps with communicating with international friends or setting up a meeting with a colleague abroad. In order to complete this function, first go to account information and click “options”. In options click “Calendar” located on the left. Scroll down to the “Time Zone” section. Adding a label to your current time zone is important when adding a second, in order to tell them apart. Click “Show a Second Time Zone” label it and chose the time zone desired. Then click “Ok”. The two time zones will appear to the left of the calendar for your convenience. This is a very helpful tool in order to save the confusion, and risk, of figuring out another time zone. (Kaufman). A tip that would be helpful on more than one occasion is how to type natural phrases into Outlook Calendar, instead of specific dates. It can recognize phrases such as “two weeks from today” (CMIT Solutions).

In regards to managing emails there are many different ways to keep one’s inbox more organized and containing only the important emails. One tip is directing toward sorting out the emails that just have you CC in them. Many times in group projects or other instances there are many emails coming in that only have you CC. To be able to separate these emails from the more important ones, first click “Rules” and then “Create Rule” in that click the “Advanced Options” button. In the Rules Wizard select, “where my name is not in the To box”. In the next screen click, “move it to the specified folder” (Gregory). Another way to keep one’s inbox a more organized and less distracting place is to create search folders. This enables you to weed put the most important emails from the others. First right click on “Search Folder” and then click on “New Search Folder” this will prompt you for more information. Then click, “create a custom search folder” and lastly fill in your customization in the blank directly below the previous box. (Gregory). With these two tricks for organizing one’s inbox, the clutter will diminish and the important emails will stick out. In addition, there are many quick time saving tips for email. On that I found quite helpful is how to specify what senders’ emails should go into one’s spam folders. To accomplish this click “home” and them “junk email options”. In the window that pops up you can tell Outlook what senders, or even what countries, you want sent to spam instead of your inbox (CMIT Solutions).

I personally use sticky notes on my laptop at all times. I was pleased to find Outlook has the same function. Whether you are on calendar or emails, just click Ctrl+Shift+N and a new sticky note will pop up. This function is convenient for important reminders or thoughts that are not as important as those on one’s calendar (CMIT Solutions).

Works Cited

“Enhance Your Microsoft Outlook Experience with These 10 Tips & Tricks.” *CMIT Solutions*, 19 Apr. 2018, cmitsolutions.com/blog/enhance-microsoft-outlook-experience-10-tips-tricks/

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Kaufman, Lori. “How to Add a Second Time Zone to Your Calendar in Outlook.” *How-To Geek*, How-To Geek, 8 May 2015, www.howtogeek.com/215866/how-to-add-a-second-time-zone-to-your-calendar-in-outlook/.











