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Outlook Report

I spent some time researching tips and tricks to help me improve my experience on Microsoft Outlook. I figured out how to make a signature, clean up the inbox, send images/gifs, show people you’re away from the office and many other cool tricks.

I think one of the best tips I learned that will benefit me and others is the signature tool and how to apply it to all your emails. When you use the signature tool you can end your messages with a sentence, phrase or picture that the recipient will see. Some people will use this to put their accomplishments they’ve achieved so that it’s seen by those in contact with this person. People will always put their phone numbers, room numbers, and other contact information in their signature incase students or other staff need to get a hold of them. To put a signature on your email you first need to go the the email message and select Signature > Signatures. Select New, give your signature a name, and create your signature. Add graphics and links or get creative with fonts and sizes and colors.

Have you ever been looking through your Outlook trying to find that one email? You know the email is in there because you didn’t delete it but you can’t find it through the countless unread messages from the school board, students, clubs, and various other senders that decide to email the Loras campus. Well Outlook has a tool called Clean up that will move read messages and pointless mail that you haven’t flagged as important into different folders that aren’t in the inbox. If you have messages that are unread Outlook Clean Up will never move it out of your inbox. From your Inbox (or any other email folder), select Home > Clean Up. You can Clean Up Conversation, Clean Up Folder, or Clean Up Folder & Subfolders. Outlook will automatically move redundant, read messages to the Deleted Items folder.

The last Outlook trick I will discuss is how to let people know that you aren’t at work or will be on vacation. This tip can be useful for professors as well as students. This tool lets you auto reply to contacts that send you an email or message. The first step is to select File > Automatic Replies > Send automatic replies. Then, type the message that will be displayed to senders, and select OK.

I believe that these 3 tips are some of the most important Microsoft Outlook tricks that can make your Outlook experience easier throughout this class and years at Loras. Good luck and enjoy!

