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MS Outlook Assignment

I found it very interesting to see that I could write up an email that could be sent later. This is very nice because it allows me to write an email when I have time but I can send it at a time when I know the receiver of the email will be available. In order to do this, you have to write the mail, then click “options”, “delay delivery”, and then “do not deliver before”, then you can determine the day and time that you want the email to be delivered (CMITSolutions).

Another thing that I found that I think will be useful for me in the future is the ability to be able to turn a bunch of emails that were sent back and forth into a conversational view instead of having to flip between emails over and over. To do this, you just click “view” and then “show as conversations”, it is as simple as that (CMITSolutions).

One tip/trick that I found that I think can be super useful for me is the ability to be able to adjust what notifications I get from outlook. I get very annoyed when I get alerts from the Loras College Bookstore about their sales where they have a new one every three days or from UNiDAYS about their deals that they offer. In order to set up which notifications you receive you have to go to “file”, then “options”, then “mail options”, and then you can put in a rule to display notifications only from certain people instead of every single email that you get sent to you (CMITSolutions).

I also found a way that I could set up a signature at the bottom of my emails so that when I am interacting with someone via email they can see some of my credentials at the bottom and I can look more professional. To do this I have to select “file”, then “options”, then “mail”, and then “signatures” in the compose messages section. Then I would type what I want my signature to be and then press ok (Tschabitscher).

“Top 10 Microsoft Outlook Tips to Maximize Efficiency.” *CMIT Solutions*, CMIT Solutions, 12 Apr. 2019, cmitsolutions.com/blog/top-10-microsoft-outlook-tips/.

Tschabitscher, Heinz. “50 Most Popular Outlook Tips, Tricks and Secrets.” *Lifewire*, Lifewire, 11 Nov. 2019, www.lifewire.com/popular-outlook-tips-tricks-tutorials-1173848.

    