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Microsoft Outlook

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 After looking at different links from Elearn and from my own research I have found sereral different cool and interesting tricks relating to Microsoft Outlook. These tricks referred to email etiquette, best practices for the calendar on Microsoft Outlook, tips on how to write a good email and others. Along with these tips I was also able to explain the steps so others are able to also follow these tricks.

 The first link that I learned some new tricks from was a link relating to email etiquette. The first tip I found most useful was when sending an email to several people one should put a person’s name in bold text next to the question they want answered so that they are more likely to get a response. This site also presented the most useful tip that I found when researching this topic, one should keep an email as conscice as possible. The more concise an email, the greater likelihood that one will receive a reply. (Email Etiquette).

 The next link that I read was about calendars and meetings relating to Microsoft Outlook. The most important and useful tip relating to this subject was being able to delegate access to one’s calendar on Outlook. This is important because when trying to schedule an appointment or meeting for a group of people it will be easier if everyone in this group has access to each others calendars. People delegate access to each others calendars by clicking options on the tools menu and then clicking the delegates tab. After this one would select add and then chose the person whom one would like to delegate access to their calendars. ( Outlook 2007 Best Practices: Calendars and Meetings).

 The third link that was provided on Elearn was on writing a good email. After reading this link I think the most important tip was not to send an email when angry. Whether it’s emails or tweets, not thinking before writing has become a big problem for my generation. This tip advises one to think before we send emails, and especially not to send them when one is angry, but rather to put it in drafts and review it when we have calmed down. (Outlook 2007: Best Practices).

 When doing my own research on tips for Outlook I found a site called pcmag.com. One of their tips was setting up a New Search Folder. This tool helps a person not miss an email because they can type in the name of an important person so that they can see emails sent from them. One can set this up by clicking the Folder tab and then choosing New Search Folder. One can then select From Specific People and type in the name of the person they want. (Get Organized: 5 Tips for Microsoft Outlook).

 After doing some research on Microsoft Outlook I have found different links so I can find cool new tips and tricks. Topics I found tips on included email etiquette, writing a good email and others. After doing this research I have found that Microsoft Outlook is a useful tool to keep organized and informed during college.

Works Cited

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