**Best Cool/New Tips for Outlook**

Here are a couple of tips/tricks that some of you submitted that I thought would be worth sharing. Thanks to all of you for digging around and finding some of these!

* **Delayed email option:** One of the first cool/handy tricks I found was a delayed email option. Perhaps you don’t want to share news until the end of the day but also don’t want to accidentally forget to send an email at a later time, you can write the email now and have it sent later. I know I’ve told myself many times that I would email someone back later in the day and simply forgot about it. By using this tool, users can type an email that is fresh in their mind and not have to worry about sending it at a later time. To activate this trick….”Write your email, then switch to the Options tab and click Delay Delivery. This opens a requester with a “Do not deliver before:” field; enter a date and time, then click Close. After you hit Send, the message will be held until the specified time for sending.” (http://www.alphr.com/software/6990/the-18-best-outlook-tips-for-increasing-productivity-become-an-outlook-jedi-with-our)
* **Turn off notifications:** One of the most distracting/annoying things (in my opinion) is when an email notification pops up on your screen every time you receive an email, regardless of who it is from. These notifications are a quick way to get distracted, even more so than a phone. However, turning these notifications off brings the risk of missing an extremely important email. Good thing you can actually adjust notifications so that you are only notified of messages that you deem important. To set this up, “turn off desktop alerts in File > Options > Mail Options, then create a custom rule to only display alerts for messages sent to you by specific contacts.” (<https://www.cmitsolutions.com/weekly-tips-blog/10-tips-for-revving-up-your-use-of-microsoft-outlook/>) This is a fast and simple fix to decrease distractions while working.
* **Connect multiple accounts:** One cool new thing I learned from my research is that outlook can have multiple different emails connected to it at the same time. This is extremely useful and will allow me to check my Gmail account without having to switch over to a new tab. To add more email accounts to your outlook you just need to follow a few simple steps. First you will need to open the outlook app on your computer, after that click on the (File) button in the top left corner this will bring you to a page labeled (Account information). Once there click on the square button near the top of the page labeled (account settings) this will open up a dropdown menu where you will click on the first link which is also labeled (account settings). Once this is completed a new window should pop up with a horizontal bar of possible tabs to choose from. If the E-mail tab isn’t selected then click on it after which you can click on the the (New…) button directly below it which will open up another window where you can type in a different email and the password to connect it to outlook (bai, 2016). By using this function I can have all my emails in one place which is a huge time saver.
* **Color code email:** One of the most interesting tools that I have found was that you are able to color code important senders. For example, if I wanted to color code emails from Jeremy Thornburg (the Head Men’s Volleyball Coach) or my professors, I would easily be able to do so and sort the more important emails from the others. To do this follow these steps:
* “(1) In Mail, choose Organize from the Tools menu. (2) In the Ways to Organize Mail pane, click the Colors link on the left side. (3) In the first condition statement (we won't use the second), choose from in the first drop-down list. (4) If you chose a message before starting, the sender's name will appear in the text box to the right. If it's the wrong name, enter the right name or the person's e-mail address. (5) Choose a color from the second drop-down list. (6) Click Apply Color and close the pane” (Harkins 2007).
* NOTE: I think the above is for an older version of Outlook. I was able to get something to work when I did the following:
	+ Click the View tab in Outlook
	+ Choose View Settings
	+ Click Conditional Formatting
	+ Click Add
	+ Make up a name for a new rule
	+ Choose “From” to color code email from a particular email address
	+ Uncheck any other rules, and adjust the font size, color etc. and apply the rule. Test it out to make sure it works.
* **Schedule meetings:** *NOTE (from Hitchcock): this is a KEY skill to learn in email – try to encourage your classmates (and professor’s) to keep their calendar on Outlook, and then use the Scheduling Assistant to help find times to meet (rather than sending an email about a meeting time)*
	+ (a) helpful tip I found is about scheduling meetings with other people using Outlook. I already knew the basics of doing this because I do this all the time when I need to set up meetings at work. The article I found showed me more details and options that can be used when scheduling meeting that I didn’t know about before. To schedule a meeting, you can either go to “New Items” and then “Meeting” on the email screen or select “New Meeting” from the calendar screen. Then you can enter the people you want to come to your meeting in the “To” box and enter a subject and location. You can then enter the start time and end time and any other information you would like to share in the message box of your meeting and send to the recipients. This is pretty much all I have done with scheduling meetings previously. I learned that you can use “Scheduling Assistant” to find the best time to schedule your meeting based on the schedules that the invited people have on their outlook calendars. It looks for the times that most people are free and suggests that as the meeting time. You can also make the meeting recurring if you want to have the same meeting multiple times. You can do this by clicking “Recurrence” and then selecting how often you would like the meeting to occur and the start and end dates.