

30 Tips for Outlook 2013

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Adding a Signature to Messages

To automatically add a signature to new email messages, click **File > Options > Mail**. Under **Compose messages**, click **Signatures**. Under **Choose default signature**, choose the signature to add to **New Messages**. To manually add a signature while composing a new message, select the **Message** tab, and in the **Include** group, click **Signature** and select the signature you want.

2

Adding Grid Lines Between Messages

If you find it difficult to distinguish between individual mail items in your message list, you can improve the visibility of your mailbox by adding a grid lines. To do so, select **View > View Settings > Other Settings...** From the dropdown list, select **Grid line style**. You have the option of choosing one of four different separators: **Small dots**, **Large dots**, **Dashes**, and **Solid**.

3

All Day Events

In Outlook, All Day Events are used as reminder notes. Once created, these reminders appear as helpful reminders at the top of each calendar day.

4

Changing an Email to an Appointment

To change an email to an appointment, simply drag it from the mailbox to the calendar. Outlook keeps the email in the mailbox and also places a copy of it in the calendar. Attachments appear with the email, but not with the calendar copy.

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Configuring Weather Information (if feature has been enabled by administrator)

To modify the weather location, click on the current location in the Calendar and select **Add location**. Enter the name of your city. If the location is not found, try searching for a larger city nearby. To change the temperature settings, select **File > Options > Calendar**. The settings are at the bottom of the Options dialog box.

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Contacts

In Outlook, you can view contact details simply double-clicking the name of a contact (or sender). From the contact details, you can send email to the contact, schedule a meeting, or even IM or call the person (if the functionality is supported in your email environment).

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Creating a Calendar Appointment

In Outlook, appointments aren't the same as meetings. Appointments are activities that you schedule in your calendar that don't involve inviting other people or reserving a conference room or other resource. In **Calendar**, click **New Appointment**. You can also right-click a time block in your calendar grid, and then click **New Appointment**. The keyboard shortcut **Ctrl+Shift+A** can also be used.

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Creating a Signature

The signature you created in GroupWise will not migrate to Outlook. To re-create it, click **File > Options > Mail**. Under **Compose messages**, click **Signatures**. On the **E-mail Signature** tab, click **New**, and then type a name for your signature. In the **Edit signature** box, enter your signature text, and then use the built-in tools to format it.

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Creating a Task

To create a task, in **Tasks**, on the **Home** tab, click **New Task**. You can also use the keyboard shortcut **Ctrl+Shift+K**.

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Creating Multiple Calendars

Outlook allows you to create multiple calendars. For example, you may want one for work and another for personal appointments and social obligations. To create an additional calendar, click **Calendar** in the navigation pane, and then click **Open Calendar** in the **Manage Calendars** group on the **Home** tab. Choose **Create New Blank Calendar**, and then name your new calendar.

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Creating Rules

Rules you created in GroupWise will not migrated to Outlook. To re-create your rules, click the **File** tab, and then select **Manage Rules & Alerts**. Click **New Rule** to launch the Rules Wizard.

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Decreasing the Font Size in the Message List

In the message list, Outlook uses a larger font to display the sender's name and a smaller font to display the message subject. To decrease the font size, you can create a Conditional Formatting rule that doesn't have any conditions but has a smaller sized font. To create a new rule, select **View > View Settings > Conditional Formatting**. Click **Add**, and name the rule (e.g., Standard font size). Click **Font**, and set the size to **Smaller**.

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Delegates

The Delegates feature of Outlook allows you to give the equivalent of proxy rights to specified users. However, because Outlook is folder-based, rights can be granted on a much more granular basis. For example, you can give rights to your Inbox, but not to your Sent Items or Deleted Items.

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Disabling Inline Reply

Outlook's Inline Reply feature allows you to reply to messages directly in the Reading Pane rather than in individual windows. You can click **Pop Out** to open your message in a standard Message Editor window. If you prefer to always use the Message Editor window, you can enable the option by selecting **File > Options > Mail > Replies and Forwards > Open replies and forwards in a new window**.

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Disabling the Grouping Feature

Outlook automatically groups items by date. The default groups that are displayed in your Inbox include Today, Yesterday, Last Week, Last Month, and Older. To disable the Grouping feature, select the **View** tab and then click **Arrange By**. Uncheck **Show in Groups**. If **Show in Groups** is checked, the feature is enabled.

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Limiting a Search to a Particular Folder

A quick search bar is located at the top of your message list. By default, search results are drawn from your entire mailbox. To change the scope of your search, select the folder in which you want to search (e.g., Inbox, Sent Items, etc.) and then use the dropdown to change **Current Mailbox** to **Current Folder**. To permanently change the default search location to the current folder, select **File > Options > Search > Include results only from: Current folder**.

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Limiting a Search to a Particular Sender

To search for messages from a particular sender, type **from:** followed by the search term in quotation marks. For example, **from:"Pat"** would find messages sent from anyone with the first or last name that contains "Pat."

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Meeting Recipients Can Move the Item

Recipients of appointments (group meetings) should be careful not to accidentally drag an appointment to a new place/time on their own calendar, as it will not be possible to tell what the original date/time of the appointment was.

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Modifying Appointments

When the organizer of an appointment changes the appointment, an additional message is sent to the original recipient to alert them. If a recipient deletes that email message, the calendar item is not updated.

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Modifying or Disabling Message Previews

By Default, Outlook displays one line of each email so that you can quickly preview and find the message you want. It's possible to display more lines or remove the lines altogether. To modify the message preview, select the **View** tab and then click **Message Preview**. From the dropdown list choose to display up to 3 lines of message text or select **Off** to turn off the message preview.

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Quick Steps

With the Outlook Quick Steps feature, you can quickly and easily perform multiple actions with a single click of your mouse, allowing you to spend less time managing your email. A number of predefined Quick Steps are available, such as “To Manager,” “Forward: FYI,” and “Team E-Mail: Reply & Delete.” These default Quick Steps can be modified, or you can create new ones to suit your work style. For example, you can create a one-click Quick Step called “Mailing List: Ignore” that automatically moves email messages sent from a mailing list you’re on to the Deleted Items folder or to another folder.

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Recurring Appointment

Recurring appointments that were migrated from GroupWise to Outlook appear in your calendar but are not linked to one another. As such, you’ll need to re-establish those appointments in Outlook. To create recurring appointments in Outlook, select a frequency such as Daily, Weekly, Monthly, or Yearly.

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Replying to Conversations

Outlook always replies to the latest message in a conversation. If you open an older message within a conversation and click Reply or Reply All, Outlook warns you that you’re not replying to the most recent message. Click the warning message to jump and reply to the most recent message in the conversation.

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Retracting Messages

In Outlook, when you attempt to retract a message, recipients receive notification that you have attempted to retract the message.

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Scheduling a Meeting

In Outlook, a meeting includes other people and can include resources, such as conference rooms. You’ll get responses to your meeting requests in your Inbox. In **Calendar**, click **New Meeting**. Alternatively, you can create a new meeting request from any folder in Outlook by using the keyboard shortcut **Ctrl+Shift+Q**.

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Setting a Reminder

To set a reminder for an **appointment or meeting**, open the appointment or meeting, and then in the **Reminder** drop-down list, select the amount of time before the appointment or meeting when you want the reminder to appear. To turn a reminder off, select **None**. To set a reminder for **email messages, contacts, and tasks**, click **Follow Up > Add Reminder**.

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Sorting Folders

By default, folders in Outlook 2013 are arranged alphabetically. You can, however, drag and drop the folder names to re-sort them. To revert back to an alphabetical list, select the **Folder** tab and click **Show All Folders A to Z**. Note that this only applies to the folders you’ve created and not to any top-level structures such as Inbox, Drafts, or Sent.

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Tracking Sent Items

In Outlook, if you want to know whether someone opened or received your email, you must enable receipts for individual messages or for all outgoing mail prior to sending the email. If you do not get a receipt back, either the email delivery failed or the recipient has disabled the ability to send out receipts on their system.

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Turning the Reading Pane Off

When you click a message in the message list, a preview of the message appears in the Reading Pane. To turn off the Reading Pane, select the **View** tab, and then click **Reading Pane > Off**.

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Ungrouping Message Conversations

By default, messages that share the same subject and belong to the same thread are grouped together as a conversation. In the Outlook user interface, you can expand a conversation in Conversation view to provide a visual relationship between messages, including any responses and related messages from other folders. To display messages individually, select the **View** tab and deselect **Show as Conversations**.