

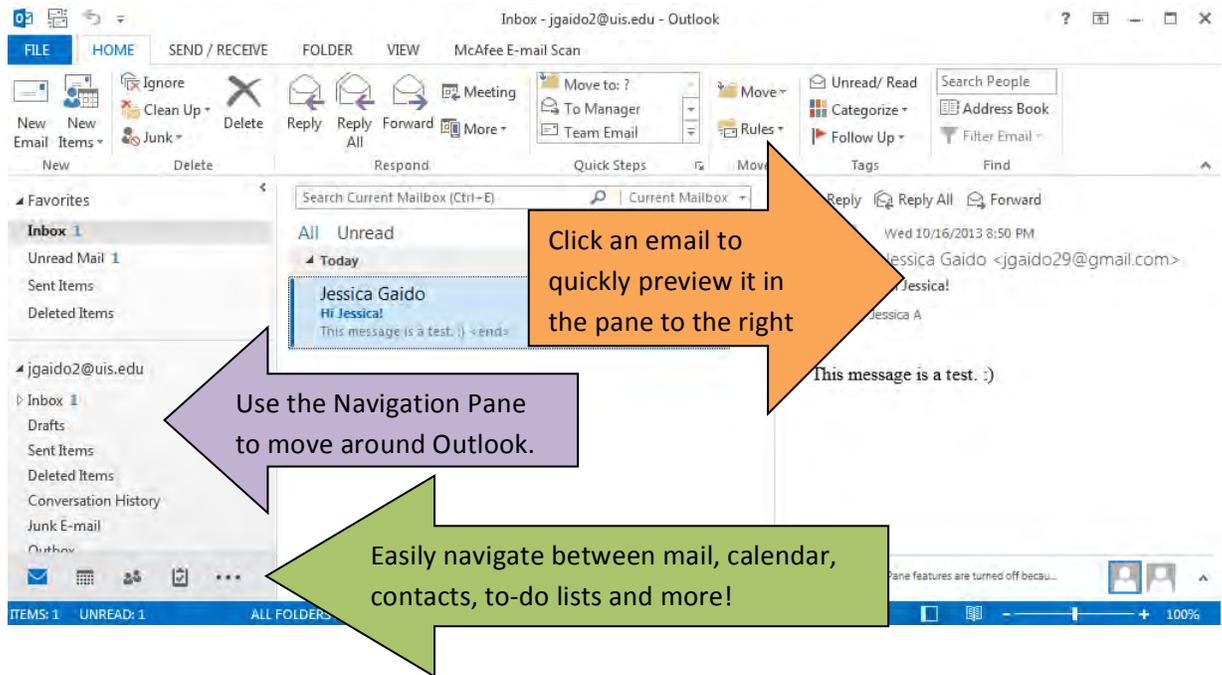
## Outlook Shortcuts

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This document provides a variety of shortcuts for working in Outlook 2013.

### Overview of Outlook

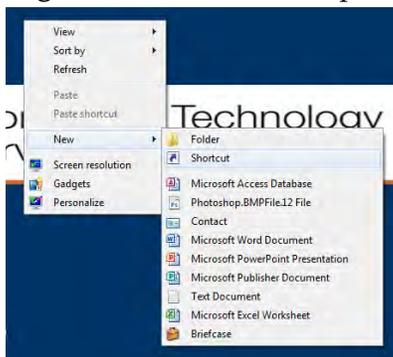
1. Outlook provides an integrated solution for managing your time and information.
2. It can make it easier to prioritize and control your time, so that you can focus on the things that matter most.
3. Outlook is much more than an electronic mailbox!



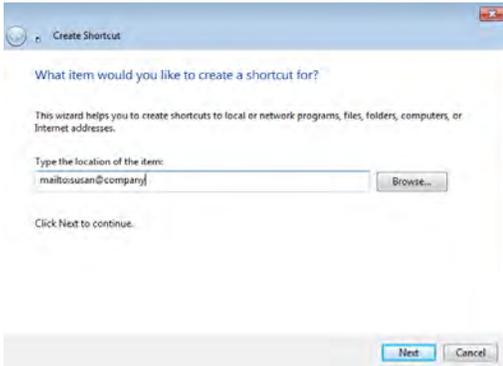
### Creating a Shortcut to Quickly Send Mail to a Recipient

If you tend to e-mail the same people over and over, creating a shortcut that automates this process can be a real time-saver.

1. **Right-click** on the Desktop, choose **New**, then **Shortcut**.



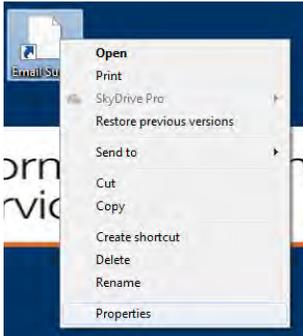
2. In the location box, enter the desired e-mail address along with the prefix 'mailto:'. Click **Next**.



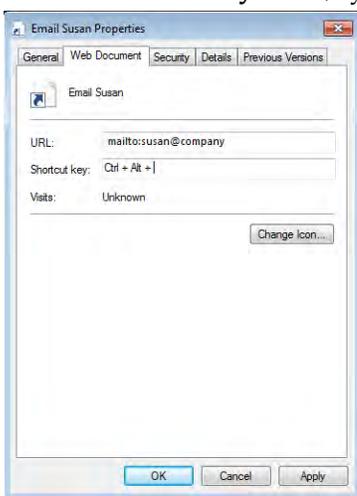
3. Enter a name for the shortcut, for example, 'E-mail Susan'. Click **Finish**.



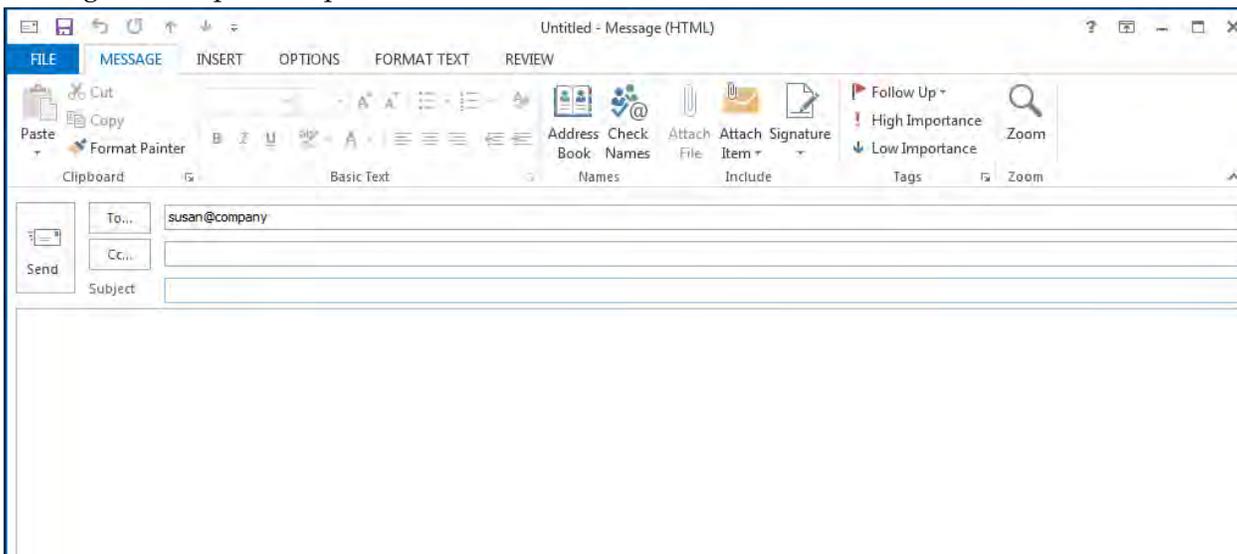
4. To add a keyboard shortcut, **right-click** the shortcut icon and choose **Properties**.



5. In the **Shortcut key field**, type the desired key combination. Click **OK**.



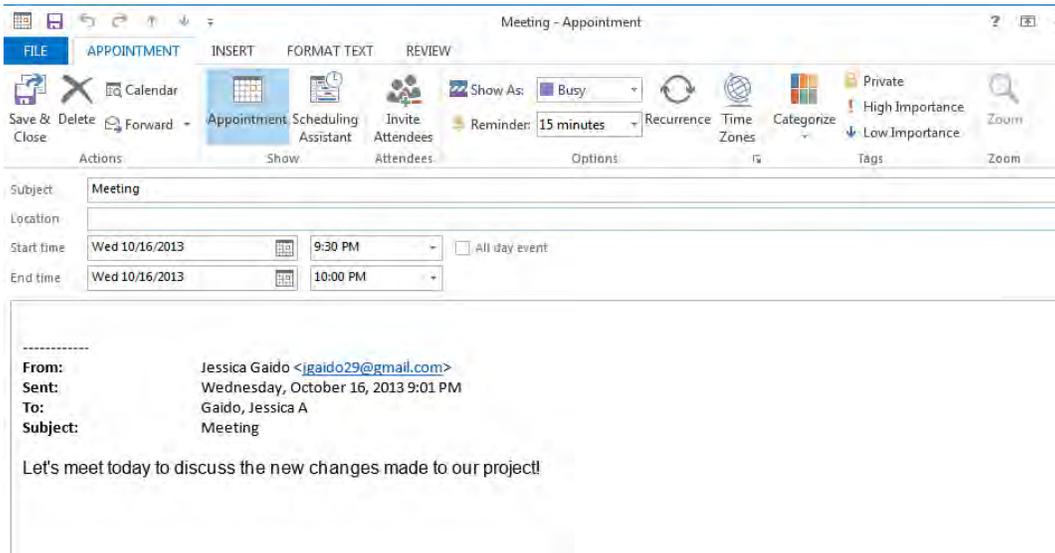
6. **Double-click** the shortcut or type the keyboard shortcut to quickly open a new mail message to the specified person.



## Converting E-mail Messages into Calendar Appointments or Contacts

Outlook allows you to convert messages simply by dragging them to the desired location.

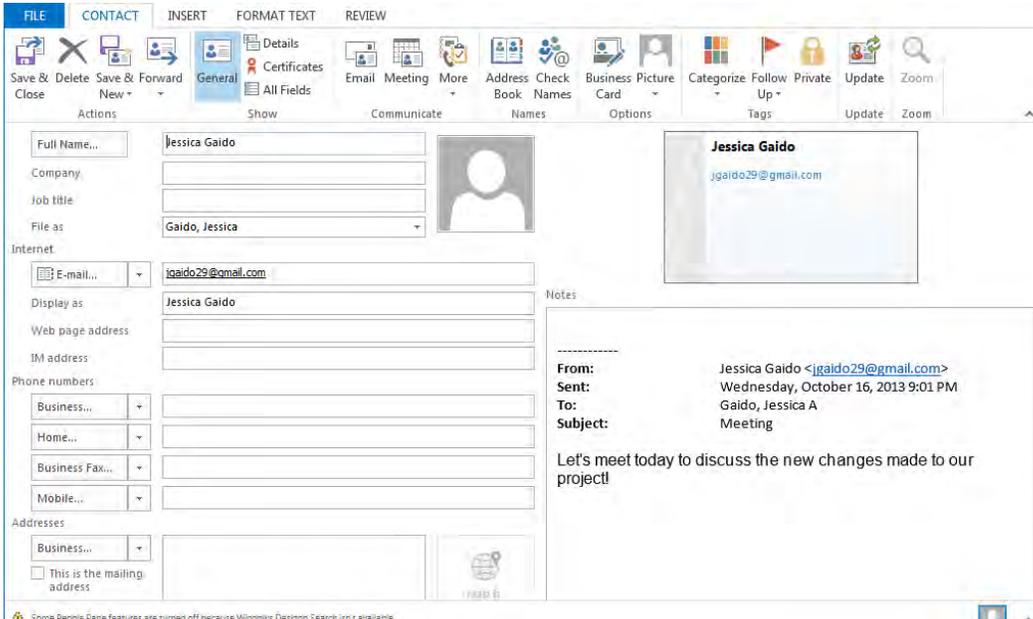
1. To create a calendar appointment from a message, drag the message from the Inbox to Calendar.



- a. A new appointment form will open, retaining the subject and body of the message.
- b. Adjust the date/time and any other details. Click **Save & Close** when finished.
- c. To turn an email message into a Meeting request (to which you will invite others), use the **Meeting** button on the **Home** tab.



2. To create a contact from a message, drag the message from the Inbox to Contacts.

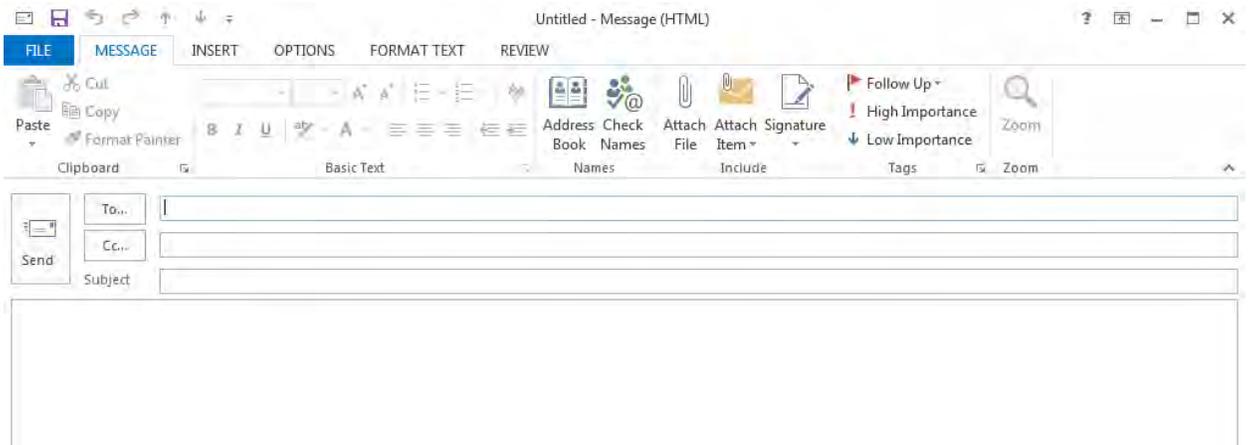


- a. A new contact form will open, retaining the name and e-mail address of the sender. The body of the message shows up in the Notes area.
- b. Add details as desired. Click **Save & Close** when finished.

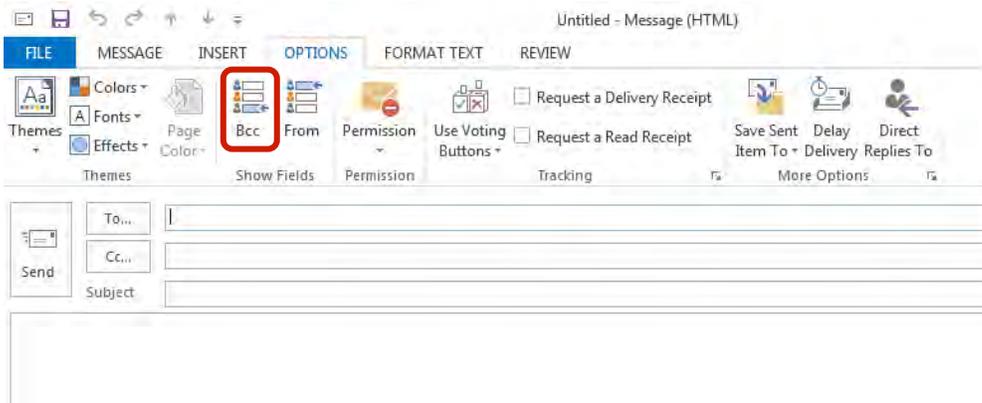
## Sending a Message to Undisclosed Recipients

Most messages are sent with the addresses in the To field. However, if a message is sent to multiple people, then each recipient can easily see who else received the message. The Bcc field (blind carbon copy) was designed for the times when you do not want recipients to see the addresses of other recipients.

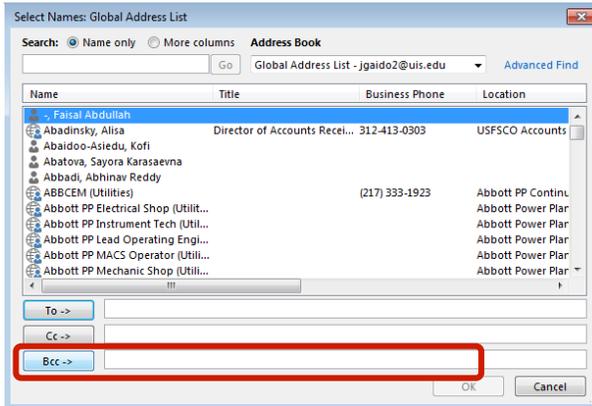
1. Start a new mail message.



2. By default, you can see the To field and the Cc field. To see the Bcc field, go to the **Options** tab and click **Bcc**.



3. Or click the **To** button and add the desired addresses to the **Bcc** field at the bottom of the window.

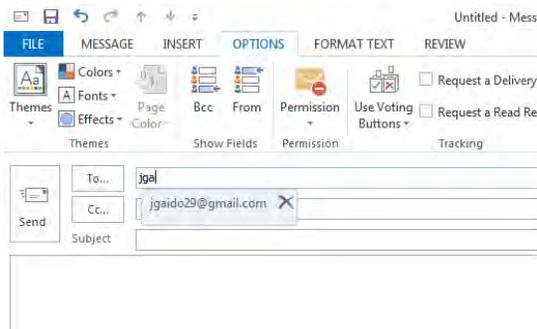


## Deleting an Address from the Auto-Complete List

One of Outlook's built-in time-savers is the auto-complete list, which remembers addresses to which you have previously sent e-mails. As you start typing an address in the To field, Outlook will show you matches for the characters you type, thus preventing you from having to type the entire address.

However, there may be times when you have mistyped an address or that address has changed. To keep you from selecting an inaccurate address, Outlook allows you to easily remove entries from the auto-complete list.

1. Start typing the e-mail address.
2. Use the arrow keys to highlight the address you want to remove.



3. Press the **Delete** button on your keyboard.
4. Or click the 'X' to the right of the address to want to remove.

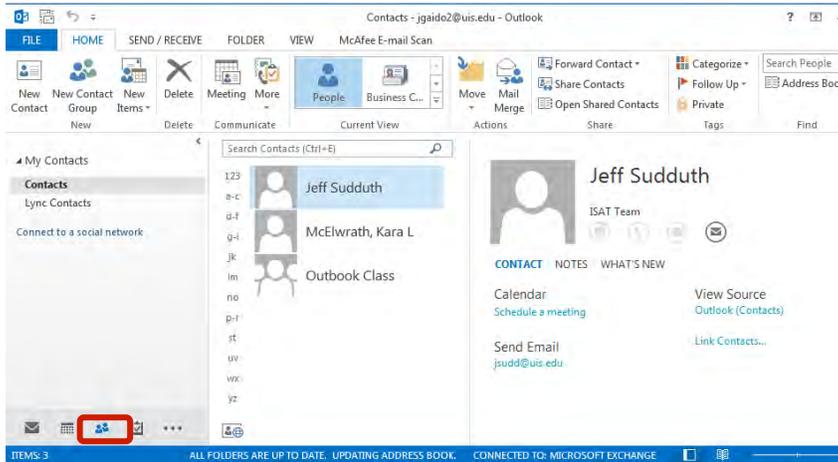
## Increasing the Size of Message Text

Have you ever received a message with such a small font that you had to squint to read it? You can quickly increase the size of the text by holding the **Ctrl** button while you roll the wheel on your mouse. Rolling down decreases the font size; rolling up increases the font size. [Tip: Holding Ctrl while you scroll with the mouse works with many applications, not just Outlook.]

## Creating a Contact Group

A contact group is a collection of contacts. It provides an easy way to send messages to a group of people.

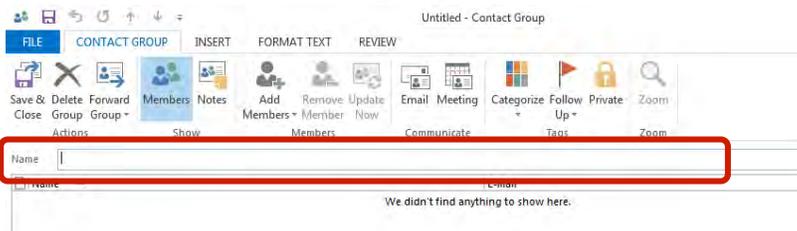
1. In the navigation menu, click the **Contacts icon**.



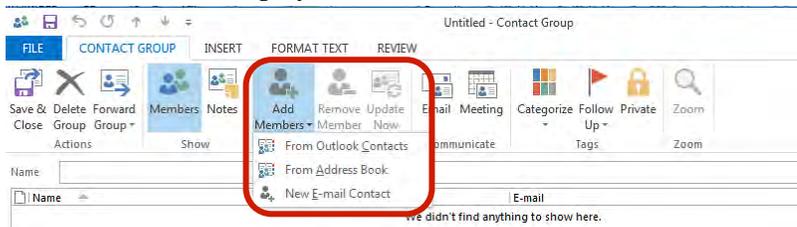
2. From the **Home** tab, click **New Contact Group**.



3. Enter a name for the contact group.



4. To select members, click **Add Members**. You can then browse through the Global Address List, through your contacts, or add a new contact.

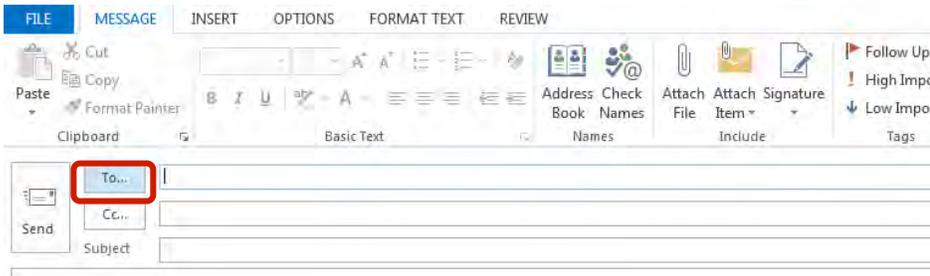


5. Click **Save & Close** when finished.

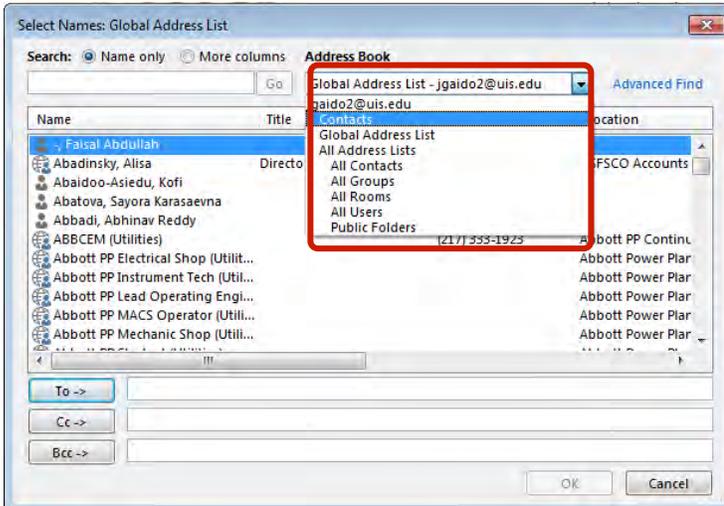
Once a distribution list has been created, it can be used to quickly fill the To part of an e-mail message.

1. Open a new message form.

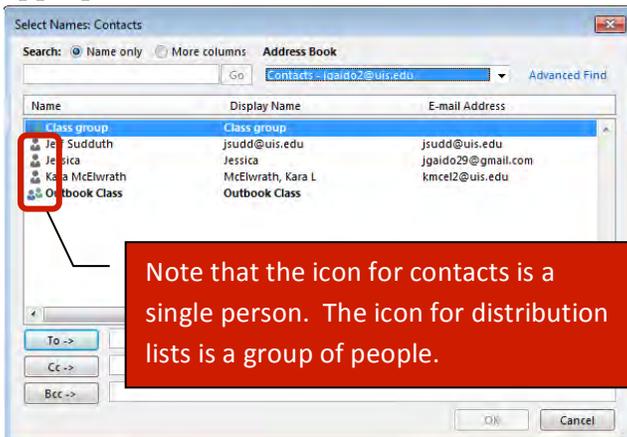
2. Click the **To** field.



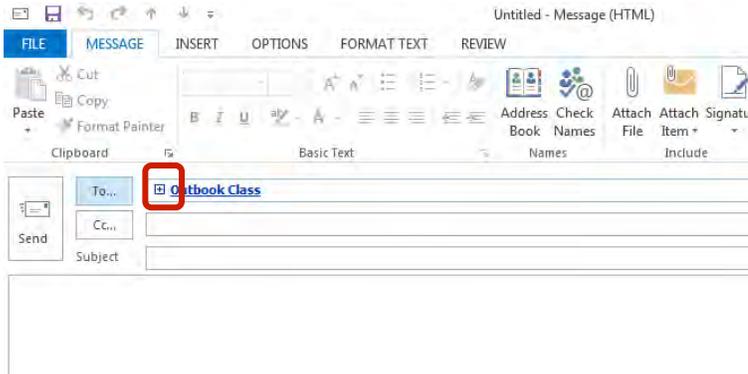
3. From the Address Book dropdown list, choose **Contacts**.



4. Select the list that you want to send the message to and then click **To**, **Cc**, or **Bcc** as appropriate. Click **OK**.



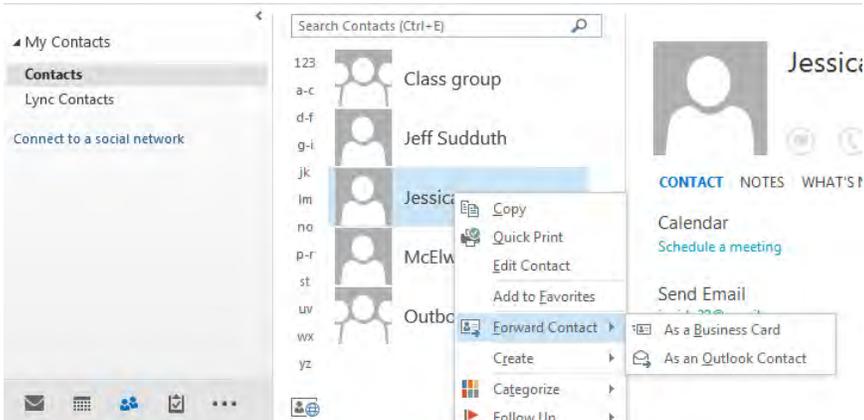
5. If you selected a distribution list, you can click the plus sign (+) to see each member listed individually.



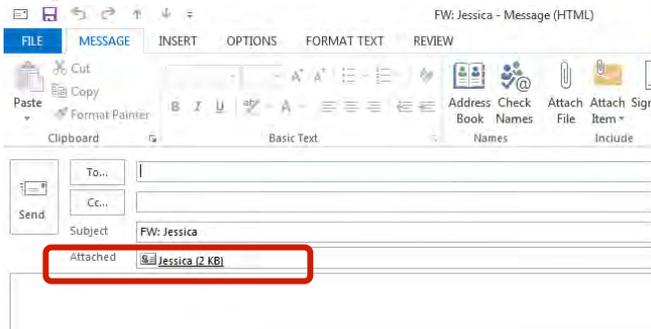
Individual members can be removed from the To line (without removing them from the group) if you do not want to send the message to all group members.

Contacts and distribution lists can be sent to other Outlook users.

1. **Right-click** the item and choose **Forward Contact**, then **As an Outlook Contact**.



2. A new e-mail message is started with the contact/distribution list as an attachment. The recipient can then save the attachment in his Contacts for future use.

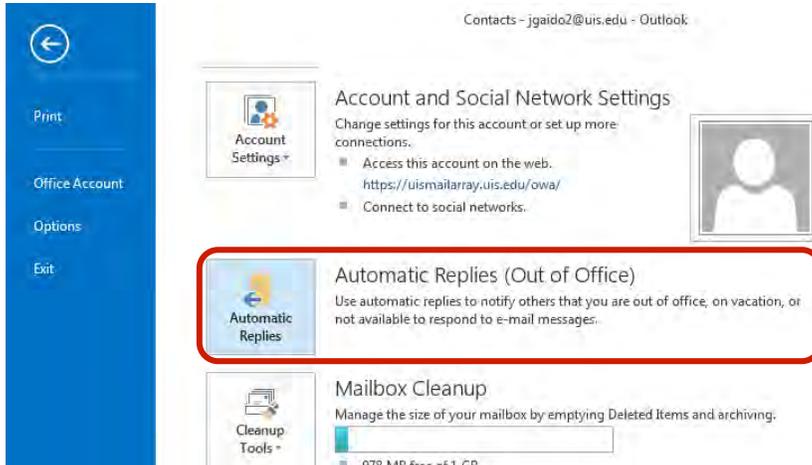


## Turning On the Out of Office Assistant

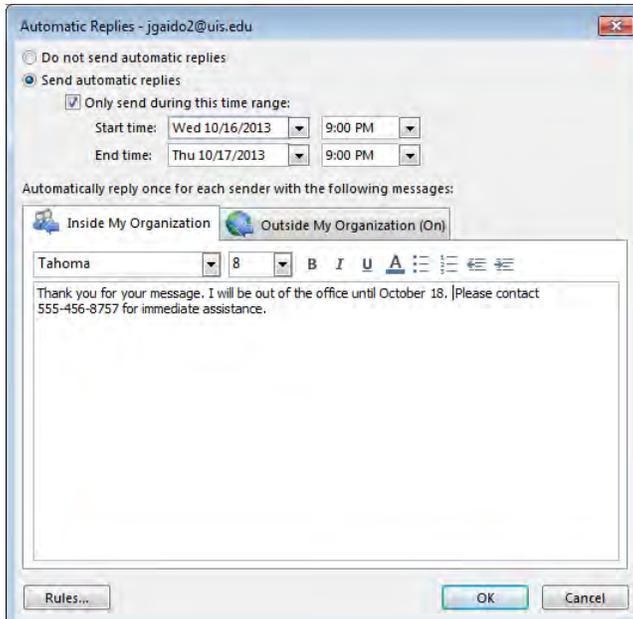
If you will be out of the office for an extended period of time, you can activate the Out of Office Assistant. This feature will send an automatic message to each person the first time they e-mail you while the feature is on. You can determine what the message will say.

To turn on this feature,

1. Go to the **File** tab, and choose **Automatic Replies**.



2. Select '**Send automatic replies**' and then type what you want the message to say. Click **OK** when finished. Be sure to also include a message for replies to people outside UIS.

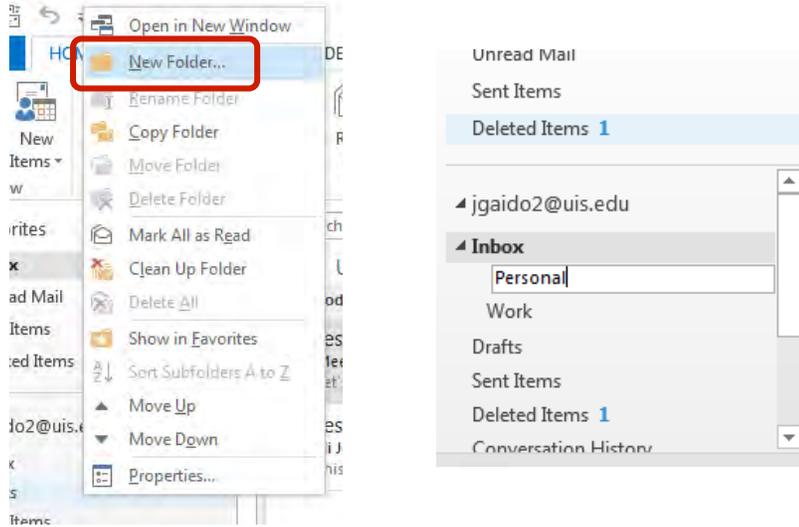


3. Remember that when you return, you need to turn off the Out of Office Assistant.
  1. Go to the **File** tab, then **Info**, and choose **Automatic Replies**.
  2. Select '**Do not send automatic replies**'.
  3. Click **OK**.

## Organizing Your Inbox with Subfolders

Folders can be created to store and organize e-mail messages. To create a folder,

1. **Right-click** on the **Inbox** in the **Navigation Pane**.
2. Choose **New Folder**, and then enter a name for the folder and click **Enter**.

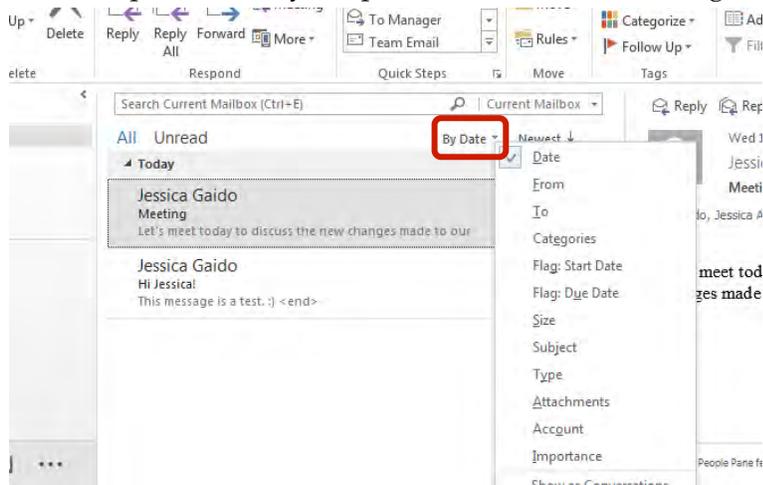


3. You can now drag messages to your folders for storage.
4. Folders are arranged alphabetically.

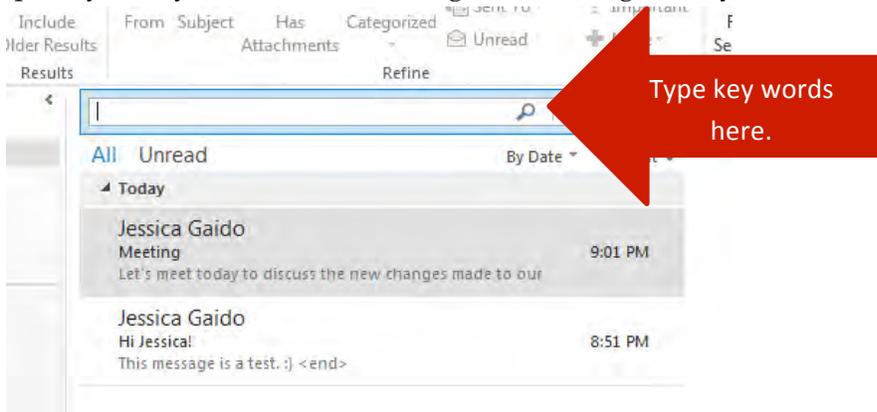
## Sorting and Searching Messages

By default, messages are sorted by the date/time received. However, you can click the dropdown arrow to sort by another field.

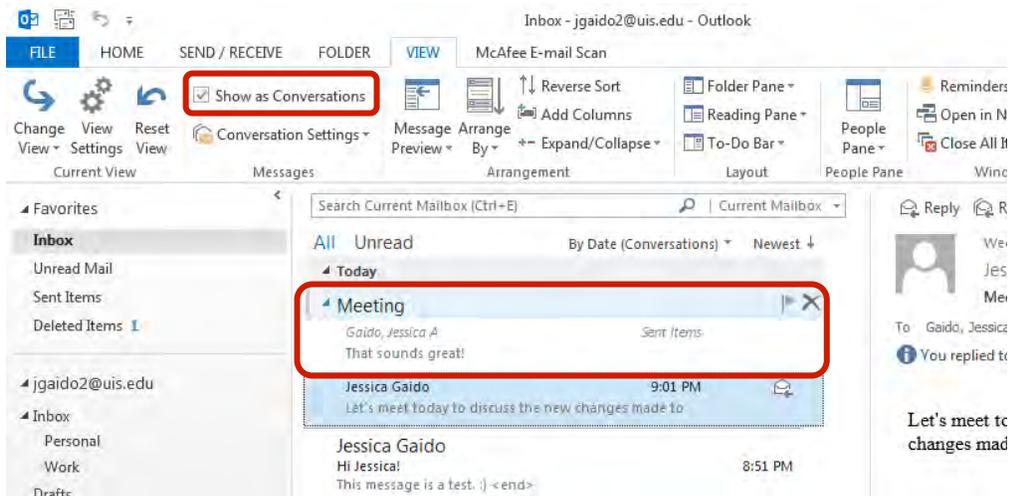
For example, to sort by the person who sent the message, simply click the **From** heading.



To search for a message, type the key words in the **Search box** and press **Enter**. Outlook will quickly scan your Inbox for messages containing the key words.



Outlook 2013 includes a Conversation view, which is great for viewing entire strings of conversations. From the **View** tab, check **Show as Conversations**.



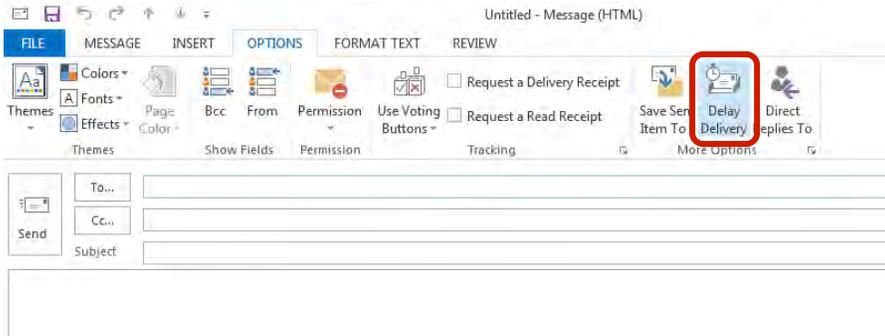
## Delaying the Delivery of a Message

Outlook typically delivers messages as soon as they are sent. However, there may be times when you would like a message delivered on a particular day/time. For example, perhaps while you are out of the office, you want to send a message reminding your team to turn in their timesheets or submit a project report.

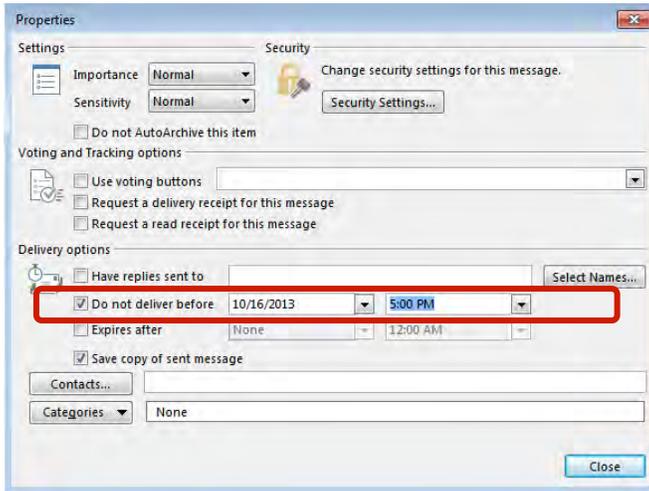
To delay the delivery of a message,

1. Compose the message as normal.

2. On the **Options** tab, select **Delay Delivery**.



3. Check **Do not deliver before** and enter the desired day/time. Click **Close** to return to the message.



4. Click **Send**. The message will stay in your Outbox until the specified day/time. Please note that Outlook needs to be running in order for the message to be sent.

## Tips on Reducing Spam

1. Limit places where you post your work e-mail address. When possible, use a personal e-mail address (like Gmail or Yahoo).
2. Review the privacy policies of websites before you sign up for anything, even if it is a free service. If the Web site does not explain how your personal information will be used, consider not using the services at that site.
3. Watch out for check boxes that are already selected. Companies sometimes add a check box that is already selected, which indicates that it is fine with you if the company sells or gives your e-mail address to other businesses (or 'third parties'). Clear this check box so that your e-mail address is not shared.
4. Do not reply to spam, unless you know and trust the sender. Answering spam just confirms to the spammer that your e-mail address is an active one.
5. Do not forward chain e-mail messages. Besides increasing overall e-mail volume, you lose control over who sees your e-mail address.