

Microsoft Outlook Tips



Create Rules

Click on **File**, then **Manage Rules & Alerts** and select **New Rule**. You can choose from several templates, including sorting messages by sender or subject. Rules will run automatically, to reduce the need for manual inbox organisation.

Use Email Templates

Create an email, then click **File** and **Save As**, selecting **Save as type: Outlook Template**. To use a saved template, on the **Home** tab click **New Items, More Items**, then **Choose Form**. In the dialog box, in **Look In**, click **User Templates in File System** to select a saved template.

Add Holidays to the Calendar

Go to **File, Options**, then **Calendar**. Under **Calendar options**, click **Add Holidays**. Check the box for each country whose holidays you want to add to your calendar, then click **OK**.

Easily Set Meeting Dates

In the date fields for creating a meeting, type "three days from tomorrow," "next Thursday", etc.

Conversation View

When Conversations is turned on, messages that share the same subject appear as Conversations that can be expanded or collapsed. To turn it on, go to the **View** tab and select the **Show as Conversations** check box.

Useful Shortcuts

Ctrl + V to create a new email with copied text

F3 to go to the search box

Alt + up or **Alt + down** to move between messages in the reading pane

Ctrl + . or **Ctrl + ,** to switch between messages when you have a message open

Ctrl + shift + M to create a message

Ctrl+R to reply to an email

Alt+R to reply to all in an email

Alt+W to forward an email

Alt+S to send an email

Ctrl+G to open the "Go to date" dialogue to jump to any date in the calendar