



Making Full Use of Outlook Tools

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What we will cover:



- **Discuss email etiquette**
- **Tips and Tricks to work faster in outlook**
- **How to view calendars and schedule meetings efficiently**
- **Popular outlook add-ins to increase productivity**
- **Learn when to use the exchange web portal**
- **Learn how to setup Outlook on mobile platform**
- **Discuss what you need to know about the upcoming email migration to the Microsoft Cloud**



Email Etiquette



- **How much time a week do you spend replying to emails?**
- **It is easy to become overwhelmed and make mistakes that could have professional consequences.**



Email Etiquette



Two schools of thought

- Be professional
- Be casual



Email Etiquette



Be Professional

- Use a clear, direct, short subject line
- Address someone formally to avoid offending them
- Think twice before hitting “reply to all”
- Proofread every message
- Always include your signature with contact info
- Keep tabs on your tone
- Keep fonts classic. Arial, Calibri, Times New Roman.
- Get to the point quickly



Email Etiquette



Be casual when appropriate

- Use as few words as possible in subject line and message body
- Stop replying with “thank you” and don’t reply to thank you with “you’re welcome”
- Get to the point
- Avoid greetings and sign-off, when appropriate
- Common emoticons are becoming more acceptable but use with caution 😊
- If the message can be communicated over the phone quickly then call the person



Email Etiquette



A formal email with a casual touch

SUBJECT: Committee Progress Update

SOM Faculty & Staff,

Attached is the Committee progress update.

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How to work faster in Outlook



- **Use Keyboard Shortcuts**
- **Create Quick Steps**
- **Create Inbox Rules that really help**
- **Limit Desktop Notifications**
- **Narrow Your Search Results**

<http://lifehacker.com/12-tips-and-tricks-to-work-faster-in-microsoft-outlook-1540483009>



How to work faster in Outlook



Keyboard Shortcuts

Ctrl+R: reply to email

Alt+R: reply to all in email or switch to the work week calendar view

Alt+W: forward email or switch to the weekly calendar view

Ctrl+M: F9 to Send/Receive all

Alt+S: Send email

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

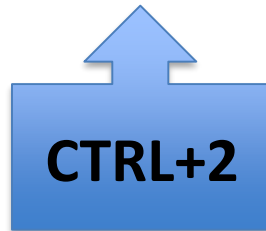
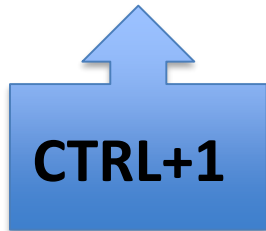
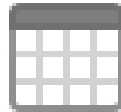
<http://lifelhacker.com/12-tips-and-tricks-to-work-faster-in-microsoft-outlook-1540483009>



How to work faster in Outlook



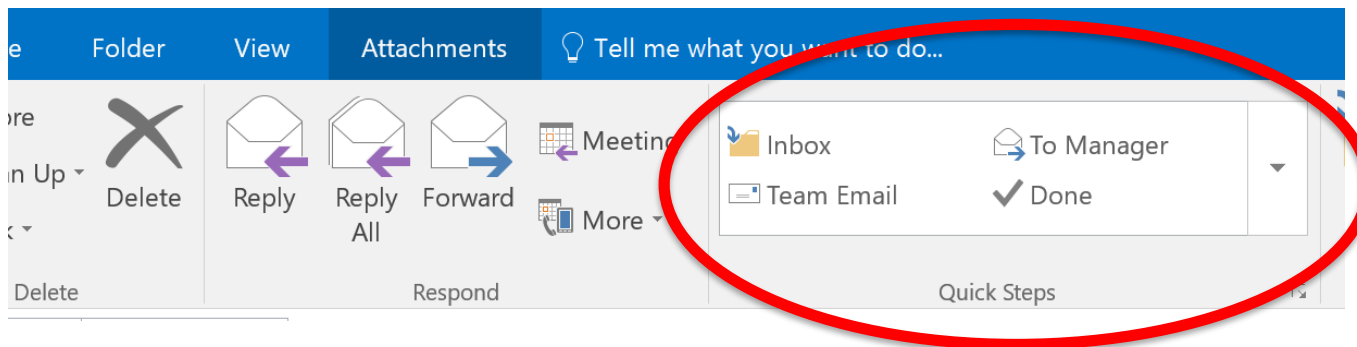
Keyboard Shortcuts



<http://liferhacker.com/12-tips-and-tricks-to-work-faster-in-microsoft-outlook-1540483009>

Outlook Quick Steps

- Introduced with the release of Outlook 2010
- Not available in Outlook for Mac 2016



Let's create one

<http://lifehacker.com/12-tips-and-tricks-to-work-faster-in-microsoft-outlook-1540483009>

How to work faster in Outlook



Create Inbox Rules that help

Create rules to automatically perform specific actions on messages as they arrive, based on your criteria. For example, you can create a rule to automatically move UofL Today emails to a UofL Today folder.

<http://lifehacker.com/12-tips-and-tricks-to-work-faster-in-microsoft-outlook-1540483009>

How to work faster in Outlook



Typical inbox rules to increase productivity

Create a rule to...

- Move a message to a folder based on a predefined criteria
- Flag a message as important automatically
- Delete message such as spam or vendor emails
- Re-direct a message to a different email account
- Search keywords in subject line or message body for sorting messages in folders

<http://lifehacker.com/12-tips-and-tricks-to-work-faster-in-microsoft-outlook-1540483009>

Redirect mail into segmented folders

- A lot of mail flows into your inbox each day and you need to process it quickly. Not all of your email is important. Here are 4 suggested folders:
 - Important mail
 - Kind of important mail
 - External mail
 - Meeting invites

<http://lifehacker.com/12-tips-and-tricks-to-work-faster-in-microsoft-outlook-1540483009>



How to work faster in Outlook



Redirect mail into segmented folders, example:

Important Mail

Kind of Important

External Mail

Meeting Invites

Apply this rule after the message arrives which is a meeting invitation or update move it to the [Meeting Invites](#) folder and stop processing more rules

Let's create one



How to work faster in Outlook



Limit Desktop Notifications

Limit Outlook sounds and notifications to only the important emails

Turn off sound and desktop alerts for all

Message arrival



When new messages arrive:

- Play a sound
- Briefly change the mouse pointer
- Show an envelope icon in the taskbar
- Display a Desktop Alert
- Enable preview for Rights Protected messages

Turn on alerts for important messages

Create Rule

When I get e-mail with all of the selected conditions

From Ross,Matthew Taylor

Subject contains

Sent to me only

Do the following

Display in the New Item Alert window

Play a selected sound: Windows Notify Email

Move the item to folder: IMPORTANT MESSAGE

OK

Cancel

Advanced Options...

<http://www.slw.ca/2014/03/05/microsoft-outlook-and-managing-legal-projects-a-tip/>



How to work faster in Outlook

Narrow Your Search Results

You can use logical operators AND, NOT, OR, <, >, =, and so forth to refine your search, and these are noted in the table. Logical operators must be typed in uppercase letters.

bobby NOT moore

Items containing *bobby*, but not *moore*.

bobby OR moore

Items containing *bobby*, *moore*, or both.

"bobby moore"

Items containing the exact phrase *bobby moore*. Note the use of double quotes so that the search results match the exact phrase within the quotes.

from:"bobby moore"

Items sent from *bobby moore*. Note the use of double quotes so that the search results match the exact phrase within the quotes.

<https://support.office.com/en-us/article/Learn-to-narrow-your-search-criteria-for-better-searches-in-Outlook-d824d1e9-a255-4c8a-8553-276fb895a8da>



How to Manage Calendars



Calendar

Home Organize Tools Appointment Search

Open Delete Invite Show As: Free Recurrence Categorize Private

Reminder: None

Washington, D.C. Today 57°F/52°F Tomorrow 57°F/52°F Sunday 73°F/54°F

May 2017

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

My Calendars

- David's Email
- ATO
 - No Category
 - billed order
 - Follow up
 - Follow-up
 - Gardner

Items: 292

All folders are up to date. Connected to: ATO

Calendar view showing appointments for May and June 2017. The main view displays a weekly grid with appointments listed by time slot. Key events include vacations (Kurt, David, Tim, Josh), birthdays (Andy Allen), and various medical appointments (Biostats HGS, Neuro, Pediatric Derm, etc.).



How to Manage Calendars



Calendar Views

The screenshot displays a software interface for managing calendars. At the top, there are four tabs: "Send / Receive", "Folder", "View", and "Tell me what you want to do". The "View" tab is currently selected. Below the tabs, there are several view options, each with a small icon representing the view:

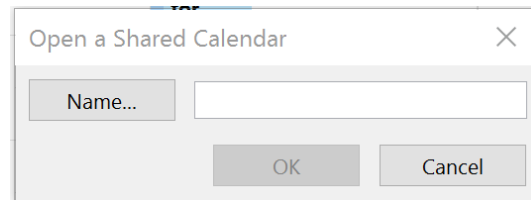
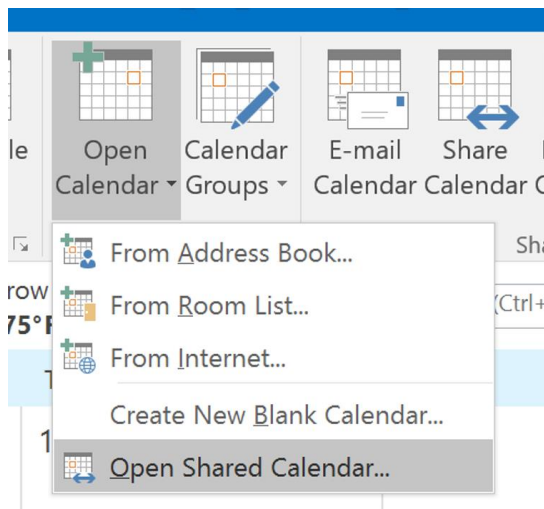
- Day**: A single-day grid view.
- Work Week**: A grid view showing only the five workdays of a week.
- Week**: A standard seven-day grid view.
- Month**: A grid view showing the days of a month.
- Schedule View**: A view showing horizontal bars representing events or tasks.
- Time Scale**: A view showing a vertical timeline with a clock icon.
- Overlay**: A view showing multiple calendar grids overlaid on each other.
- Working Hours**: A view showing a grid with a clock icon, likely representing working hours.

At the bottom of the view selection area, the word "Arrangement" is displayed with a small dropdown arrow icon to its right.

How to Manage Calendars

How to open a shared calendar

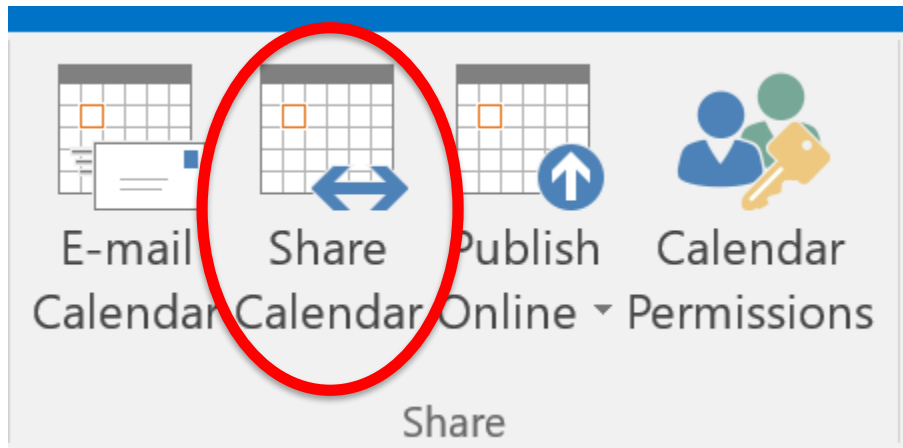
- Open your Calendar
- Select the Home tab
- Click Open Calendar
- Click Open Shared Calendar



- https://support.office.com/en-us/article/Calendar-b9a4eb68-7891-4fbf-afd6-59e82274b3ed?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Manage_appointments

How to share your calendar

- Open your Calender
- Select the Home tab
- Click Share Calendar



- https://support.office.com/en-us/article/Calendar-b9a4eb68-7891-4fbf-afd6-59e82274b3ed?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Manage_appointments



How to Manage Calendars



Publish your free/busy status as a courtesy

The screenshot shows a calendar management interface. At the top, there is a list of calendars with the following entries: "Name", "Default" (highlighted in blue), "Effinger, Kurt Beyerle", "Bohnert, Carrie", and "NT User-S-1-5-21-839522115-261903793-682003330-4546". Below the list are three buttons: "Add...", "Remove", and "Properties...".

Below the buttons is a "Permissions" section. It includes a "Permission Level:" dropdown menu set to "Free/Busy time". Underneath, there are two columns of options:

- Read:**
 - None
 - Free/Busy time
 - Free/Busy time, subject, location
 - Full Details
- Write:**
 - Create items
 - Create subfolders
 - Edit own
 - Edit all

https://support.office.com/en-us/article/Calendar-b9a4eb68-7891-4fbf-afd6-59e82274b3ed?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Manage_appointments



How to Manage Calendars



Use Scheduling Assistant to Schedule Meetings Faster

- No need to call or email the individuals you are trying schedule
- No need to Doodle Poll, Scheduling Assistant is a Doodle Poll

The screenshot displays the Outlook Scheduling Assistant interface. The top menu bar includes 'File', 'Meeting', 'Insert', 'Format Text', 'Review', and 'Tell me what you want to do...'. Below the menu bar, there is a search bar with a magnifying glass icon and a dropdown menu set to '100%'. The main area shows a calendar view for Wednesday, May 17, 2017, and Thursday. The time slots are marked at 8:00 AM, 10:00, 12:00 PM, 2:00, and 8:00 AM. A list of attendees is shown on the left, including 'All Attendees', 'Aylor, David Richard', 'Peck, Robert D', 'Martin, Kevin William', and 'Carter, Mary Bridget'. The calendar grid shows a meeting titled 'SMART Presentation for Retreat' and 'EPC Meeting' scheduled for Wednesday, May 17, 2017, from 8:00 AM to 2:00 PM. The 'EPC Meeting' is highlighted with a blue background and a hatched pattern.

<https://support.office.com/en-us/article/Learn-to-narrow-your-search-criteria-for-better-searches-in-Outlook-d824d1e9-a255-4c8a-8553-276fb895a8da>



How to Manage Calendars



Use Doodle poll to schedule a meeting

<http://doodle.com/>

Doodle					
May 24, 2017					
	9:00	11:00	2:00	4:00	8:00
Tom	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paula	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chris	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

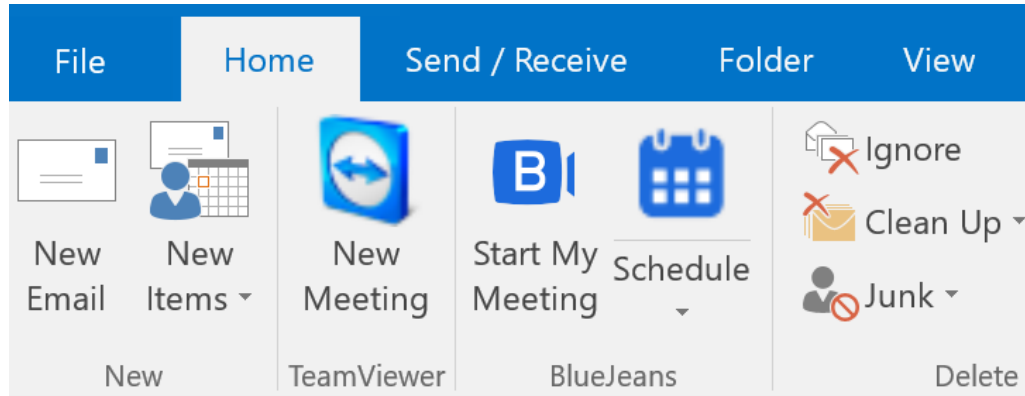
<https://www.youtube.com/watch?v=gePjby-e7VA>



Increase Productivity with Add-ins



Add functionality to Outlook with third party Add-ins.



<http://www.mxhero.com/blog/list-of-51-best-outlook-email-add-ins-plugins-complete-resource-guide>

Use the Exchange Web Portal



- Use <https://exchange.louisville.edu> for the following:
 - To create inbox rules easily
 - Set your out-of-office reply
 - Fix calendar duplicate or missing events
 - Use when your outlook client isn't accepting your password

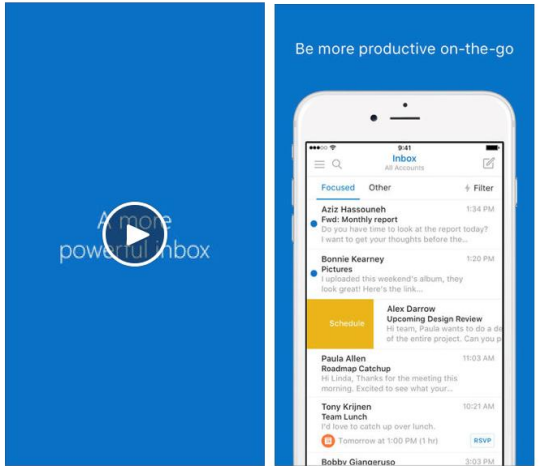



Setup Outlook app on your smart phone or tablet

 Microsoft Outlook - email and calendar
Microsoft Corporation
★★★★☆ (176)

[+ OPEN](#)

Offers Apple Watch App



 Email - Fast & Secure mail for Gmail iCloud Yahoo
Easilvdo Inc.

[+ GET](#)



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Get Notified

Don't miss out on important emails or calendar events

[No Thanks](#)

[Notify Me](#)

Add Account

Enter your work or personal email.

draylo01@exchange.louisville.edu

Add Account

Microsoft may email you about Outlook Mobile. You can unsubscribe at any time.

[Privacy Statement](#)

@hotmail.com

@outlook.com

@gmail.com

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m ↵

123 😊 space @ . return



Email Address

draylo01@exchange.louisville.edu

Password

Description (e.g. Work)

Use Advanced Settings



Sign In



Email Address

draylo01@exchange.louisville.edu

Password

●●●●●●●●

Description

UofL Email

Server

exchange.louisville.edu

Domain

ad.louisville.edu

Username

draylo01

Use Advanced Settings



Sign In

The Future of Outlook: Office 365

<http://louisville.edu/go365/#>

The Office 365 logo, consisting of a red cloud shape with the Microsoft Office icon and the text 'Office 365' inside.

Office 365



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