

Outlook-Specific Tips & Tricks

Auto Text

If you have a recurring phrase you type, save it as Auto Text and the next time you start typing it, it will come up as an item that you can easily select. Images can be included in this selection also. To save an item, type it out, highlight it, and on the Insert Tab, click Quick Parts>Auto Text>Save Selection to the Auto Parts Gallery. From this area, you can also insert items you have created. Auto Text items can easily be deleted as well. On the Insert Tab, select Quick Parts > Auto Text, and right click over the item you wish to delete. Select Organize & Delete to bring up the Building Blocks Organizer. Delete items as necessary.

Quick Parts

Works in conjunction with Auto Text, but these items appear first when selecting the Quick Parts drop down menu. Inserting and deleting can be done by following the same steps above in Auto Text.

Signatures

Create multiple signatures depending upon who you are communicating with. Or, make a blank signature to quickly and easily turn your signature line off. Access your different signatures by right-clicking over the signature that first appears. To create your signature, on the Message tab, click on the Signature icon.

You can select which signature you want to use for new email, as well as replies.

Create an email, appointment, task or contact by dragging from one of the other items

When viewing any one of these item types, just drag them over one of the other item types to create that item. For example, drag an email over the word/icon for Calendar, and a calendar appointment will be created with the contents of the email in the body of the appointment. Or, drag a contact over the Email word/icon, and an email will be created with that person's email address already populated.

Resend a Message

If you have sent an email to someone, and you would like to resend that same email to someone else there is a quick option that will allow you to do this. Open the item from your Sent Items folder you wish resend. On the menu bar, select Actions "Move" grouping, then select Resend This Message.

The message will open, allowing you to change the recipient, subject line, and body of the email if you need to. When you have completed editing the message, simply click send and the message will be sent.

This is a useful tool if you regularly send out the same information, maybe each month or quarter, or every time there is a new staff member onboard. You can even save the sent item in a special folder and then easily go back to it and resend it again when you need to.

If resending a message is something you feel you would use very frequently and would like a button added to your main menu, please let me know and I would be happy to set it up for you.

