

Helpful Tips for Using Microsoft Outlook

Contents

MS Outlook	3
Get Started.....	3
Customise	3
Categorise Items.....	3
Change Fonts	3
Signature.....	4
E-mail.....	4
Calendar	5
Contacts and Tasks	6
Manage and Organise	6

MS Outlook

Get Started

[Create and Send an email](#)

[Manage Calendar and Contacts](#)

Customise

[Create, change, or customize a view](#)

[Change how you view your Outlook calendar](#)

[Keep upcoming appointments and meetings always in view](#)

[Focused Inbox for Outlook](#)

[Show, hide, and view the Bcc box](#)

[View message list by conversations](#)

[View only unread messages](#)

[Mark a message as read or unread](#)

[View e-mail message headers](#)

[Change the sound played when an email message arrives](#)

[Turn new message alert pop-up on or off](#)

Categorise Items

[Create and assign color categories](#)

[Add contacts to color categories](#)

[Assign a color category to a calendar appointment, meeting, or event](#)

[Rename a color category](#)

Change Fonts

[Change text color as you compose an email message](#)

[Change the default font or text color for email messages](#)

[Change the background color of your calendar](#)

[Automatically change incoming message colors and fonts based on sender, subject, or recipients](#)

[Change the font or font size in the message list](#)

[Create stationery for email messages](#)

[Apply stationery or backgrounds to email messages](#)

Signature

[Create and add a signature to messages](#)

[Change an email signature](#)

[Include an Electronic Business Card in your email signature](#)

[Insert hyperlinks to Facebook and Twitter in your email signature](#)

E-mail

Compose or Reply

[Create an email message](#)

[Create an email message template](#)

[Send an email message based on a template](#)

[Attach a message, contact, file, or task to an email message](#)

[Add graphics to messages](#)

[Reduce the size of pictures and attachments](#)

[Add a table to a message](#)

[Add and request read receipts and delivery notifications](#)

[Add tracking to email messages](#)

[Create polls in email messages and review the results](#)

[Flag messages for follow-up](#)

[Use @mentions to get someone's attention](#)

[Reply to or forward an email message](#)

Send, Save, Print

[Delay or schedule sending email messages](#)

[Change send/receive group settings](#)

[Recall or replace an email message that you sent](#)

[Change the display name that e-mail recipients see](#)

[Save a message](#)

[Change where sent email messages are saved](#)

[Print email messages](#)

Digital Signatures

[Secure messages by using a digital signature](#)

[Verify the digital signature on a signed email message](#)

[Encrypt email messages](#)

[Get a digital ID](#)

Calendar

Manage Appointments

[Set or remove reminders](#)

[Change an appointment, meeting, or event](#)

[Create an all-day event](#)

Scheduling Meetings

[Schedule a meeting with other people](#)

[Cancel a meeting](#)

[Forward a meeting](#)

Customise Calendar

[Add holidays to your calendar](#)

[Export an Outlook calendar to Google Calendar](#)

[View multiple calendars at the same time](#)

[Share an Outlook calendar with other people](#)

[Allow someone else to manage your mail and calendar](#)

[Open another person's Exchange Calendar](#)

Contacts and Tasks

Contacts

[Add people to a contact group](#)

[Edit a contact](#)

[Share a contacts folder with others](#)

[Create a contact group from a list of names in an email message](#)

[Send an email message to a contact group](#)

[Create and edit a contact group or distribution list](#)

[Create a contact group from a list of contacts in Excel](#)

Create and Assign Tasks

[Create tasks and to-do items](#)

[View your tasks in Outlook](#)

[Create a task from a message](#)

[Assign and track tasks](#)

Manage and Organise

Search

[Create a Search Folder](#)

[Find people and contacts](#)

[Search and filter messages](#)

[Find a message or item with Instant Search](#)

[Learn to narrow your search criteria for better searches](#)

Clean up inbox

[Overview of the Junk Email Filter](#)

[Add names to the Junk Email Filter lists](#)

[Change the level of protection in the Junk Email Filter](#)

[Use junk email filters to control which messages you see](#)

[Review email messages identified as junk](#)

[Block a mail sender](#)

[Recover deleted items](#)

[Use Conversation Clean Up](#)

[Use Clutter to sort low-priority messages in Outlook](#)

[Turn off Clutter in Outlook](#)