

OUTLOOK Software Shortcuts & Tips

January 2012 Newsletter:

Did you know that Outlook contains the ability to create notes? They are stored in the Notes section of Outlook, can be color coded, and can be sized to fit whatever number of reminders you need. Very handy if you need to jot something down while composing an email.

April 2010 Newsletter:

Here are some keyboard shortcuts that are worth using with any version of Outlook and will serve you very well if you move to Outlook 2010.

Ctrl + N Creates a new item based on the folder you are in. If you're at Inbox it will make a new message. In Calendar it'll make a new appointment.

Ctrl + R Reply to the current message

Ctrl + Shift + R Reply to All for the current message

Ctrl + F Forward the message

Ctrl + Shift + M will start a new message regardless of the folder you are in.

Ctrl + Shift + A will start a new appointment regardless of the folder you are in.

Ctrl + 1 jumps to Inbox

Ctrl + 2 jumps to Calendar

Ctrl + 3 jumps to Contacts

Ctrl + 4 jumps to Tasks

Ctrl + 5 jumps to Notes

January 2010 Newsletter:

The initial reviews of Office 2010 are coming in and the consensus is that the Ribbon in Outlook will take you back to using keyboard shortcuts.

Ctrl + N – New Item

Ctrl + R – Reply

Ctrl + F – Forward

Ctrl + Shift + M – New Message

Ctrl + Shift + R – Reply All

Ctrl + Shift + A – New Appointment

October 2008 Newsletter:

A quick way to capture the address from an incoming message: Right-click the name of the sender in the From line, click Add to Contacts to open the New Contact form, add your information, click Save and Close.

June 2008 Newsletter:

To read your mail via Outlook on multiple machines, leave your POP3 messages on the server by changing the settings – Tools / Account Settings / Change Email Account / More Settings / Advanced tab / Delivery section / check Leave a copy of messages on the server – now you'll get the same messages on each PC.

February 2008 Newsletter:

Check back for Quarterly Updates on new Shortcuts & Tips for OUTLOOK

- Peek at an attachment – right click the icon for the attachment and choose QuickView from the shortcut menu.
- Version 2003 – the Reading Pane – choose View / Reading Pane and the inbox screen divides into two sections; one showing your list of messages and the other showing the contents of the selected message. Unlike Auto Preview, the Reading Pane will show graphics and formatting.
- If you're using Outlook for your Contacts, email, appointment book and to-do list, you need to think about backing up that file! Use the Windows Find Utility to search for a file by the name *.PST. This is all of your Outlook data – back it up to portable storage for safe keeping or transportation to another machine.

September 2007 Newsletter:

Change the color of your reply message—Tools / Options / Mail Format, click the Fonts button and then change the options under When replying and forwarding...

Force yourself to think twice before sending—If you find yourself often saying “I wish I hadn't sent that”, when addressing your message, include the recipient DON'T. When you send your message, Outlook will warn you that it doesn't recognize the recipient DON'T, giving you a second chance to review, cancel or send your message (delete the DON'T recipient before actually sending the message).

CC and BCC—these are admitted 'throw backs' to the days of typewriters and carbon paper. CC stands for Carbon Copy and was often referred to as a Courtesy Copy—a 'for your information only' courtesy to the recipients. BCC stands for Blind Carbon Copy as that would indicate that someone received a copy without everyone else knowing about it. These have carried over into e-mail programs and are typically used in the same ways—just to let someone know about something without asking them to take any action.

February 2006 Newsletter:

To change the colors of completed or overdue tasks in Outlook, choose Tools / Options and click the Task Options button. Click the drop down at the right of the Overdue Tasks box or the Completed Tasks box. A list of colors will appear – choose your favorite and click OK.

October 2005 Newsletter:

Your contacts become easier to work with if you understand there are different views available. When looking at your contacts, use the VIEW menu and choose CURRENT VIEW. You will see a list of several options for listing your contacts. If you have several contacts at the same company, the BY COMPANY view might be useful. Each unique company will be listed in its own gray bar with a plus or minus sign on the left. Click the plus sign to expand the listing and see everyone for that particular company.

Internet Extras:

Quickly create a new contact based on an e-mail received from that person. Open the email in Outlook, right-click on the contact's e-mail or name in the FROM field, choose Add to Contacts. The Outlook contact form will open with the email address already filled in for you. Complete the form and click Save and Close.

Keystroke Shortcuts to Outlook Folders	
Keystroke	Action
CTRL+1	Switch to Mail
CTRL+2	Switch to Calendar
CTRL+3	Switch to Contacts
CTRL+4	Switch to Tasks
CTRL+5	Switch to Notes
CTRL+SHIFT+I	Switch to Inbox

January & May 2005 Newsletters:

In these newsletters we repeated tips from early newsletters.

Sept 2004 Newsletter:

Just because you clicked on Send doesn't mean your message has left your computer. Clicking Send is like putting the letter in the mailbox. Just like the mailman that comes on a schedule, Outlook sends and retrieves your mail on a schedule (set up in Options). If you need a special delivery or pick up from Outlook, choose Tools, Send/Receive or hit F5 and Outlook will deliver your messages from others and take whatever messages are sitting in your outbox.

If you need to change the start or end time of an appointment on your calendar, move the mouse pointer over the selected appointment until it turns into a four direction arrow. Then hold down the left mouse button and drag the mouse to relocate your appointment to it's new time.

Internet Extras:

For most of us, a monthly calendar display should start the week with Sunday and end with Saturday. You can adjust Outlook to do just that. Select VIEW / Current View / Customize Current View, and click the Other Settings button. Deselect the Compress Weekdays in the Month section, and click OK twice. Not only will this change your screen view, but the printed monthly view will also look more traditional.

2004 Newsletter:

Want a more traditional looking monthly calendar from Outlook? If you want Saturday and Sunday to each have their own column, display the day/week/month view and click

on the Month button. Choose View / Current View / Customize click on the Other Settings button and deselect compress weekend days, then click OK twice.

Did you know you can organize your tasks into categories within Outlook? To assign a category to a task, click the task, choose EDIT / Categories, click the box for each category your task belongs in. Click OK. Of course, categories are more often used in Outlook for separating your contacts by family, business, organization A, etc.

Internet Extras:

Version 2002(XP) – there is a junk e-mail filter included with this version of Outlook. It automatically moves anything that looks like junk mail to a special folder. To turn this on:

1. Choose Tools / Organize
2. Click the Junk E-mail link
3. Click the scroll-down button next to the word Automatically in each line of the Organize window and choose Move from the list.
4. Click the top Turn on button to the right of the scroll-down menu that says Junk E-mail. (if you don't have a junk e-mail folder, a dialog box will appear asking if you want to create one.)
5. Click Yes and the turn on button you clicked changes to a button called turn off.
6. Click the lower Turn on button; it will now also say turn off.
7. Choose Tools / Organize to close the organize window.

Printing a list of messages: In any of your mail folders, view the list you'd like to print and then:

1. Choose File / Print
2. Select table style from the Print Style list
3. Choose other applicable print options
4. Click OK

January 2004 Newsletter:

You don't need to open a message to view an attachment within Outlook. Right-click on the message title and choose View Attachments and then the name of the attachment.

Find all your messages about the same topic quickly – select one of the messages then choose Actions / Find All / Related messages. All the related messages will be listed on the Advanced tab of the Find box. (only works in the Inbox folder) Just double click to open any of the messages.

September 2003 Newsletter:

Print both the message and attachment – Select or Open the message, choose File/Print. In the print style box, choose Memo Style. In print options, select Print Attached Files with Item. Click OK.

For version XP, but may work in older versions as well:

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If you keep Outlook open all day, you might find it handy to add a Web Page you view often to the outlook bar. Choose Actions / Add a Web Page

February 2003 Newsletter:

To print a blank calendar page in Outlook without erasing all of your appointments and reminders, choose File / New / Folder and enter a name for the folder. Select appointment items from the File Contains drop down and answer No when prompted to add this to the Outlook Bar. This is now an empty calendar that can always be used to print blank pages.

Internet Extras:

If you're using Outlook for your e-mail, you can apply special colors to emails from particular people. Open your Inbox, click on a message from the person, and then click on Organize. Click on Using Colors, pick a color, and then click on Apply Color.

Display your appointments in analog time – display your calendar, click on View, Current View, Customize Current View, Other Settings, select the view you use (week or month), select Show Time as Clocks, click OK.

Working with Contacts – here are some shortcuts to keep your fingers on the keyboard:

Open a new contact form	CTRL+SHIFT+C
Find a contact	F11
Select the next contact	Down Arrow
Select the previous contact	Up Arrow
Select the first contact	Home
Select the last contact	End
Open the selected contact's form	Enter
Close a contact form	Escape
Select all contacts	CTRL+A

September 2002 Newsletter:

Outlook's calendar has an option for you to add legal holidays with a couple of mouse clicks. To add the holidays, choose Tools – Options and click Calendar Options. Click the Add Holidays button then select those you want to add (by country). If you've added them and decide to remove them, use the View menu and select Current View, Events. Double click the Location column so the holidays sort to the top of the list. You can delete them individually, or as a group with the CTRL or SHIFT click shortcuts.