Resource Guide:

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<th>Outlook</th>
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<td>Cost</td>
<td>No cost for Emory owned machines; Discount for work-at-home software at <a href="http://goo.gl/vHxKdV">http://goo.gl/vHxKdV</a></td>
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<td>How to get</td>
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**Quick Summary**

Outlook allows you to communicate more effectively by connecting with others via email, calendar, contacts and tasks. The improved search feature helps you find email messages, attachments, calendar appointments and contacts even faster. Outlook integrates with the Lync client to get a complete unified communication solution.

This resource guide will highlight just a few of the features you can use to improve your productivity.

**Caveats**

Must have an Emory Exchange and/or another email account (Gmail, Hotmail) synced with Outlook

**Tips**

Request training or go to Outlook Help for quick how-to guides

**How to get started:**

**Quick Steps:**

Quick Steps is a feature in Microsoft Outlook that applies multiple actions at the same time to email messages. This helps you quickly manage your mailbox. For example, if you frequently move messages to a specific folder, you can use a Quick Step to move the message in one click. Or, if you forward messages to your manager or peers, a one-click Quick Step can simplify the task.

- Click Mail.
- Click Home > in the Quick Steps group > click the down arrow at the side of the Quick Steps box > click Manage Quick Steps.
- Look for this icon: 📁
Create a Search folder:

A Search Folder is a virtual folder that provides a view of all email items that match specific search criteria. For example, the Unread Mail Search Folder enables you to view all unread messages in one folder, even though the messages might be saved in different folders.

Add more search criteria

You can narrow your search by adding criteria. When you click or type in the Instant Search box, the Search Tools tab is created. In the Refine group, a number of criteria options help to make the search more specific.

Note  Search fields that you add are specific to where you are within Outlook, such as Mail, Calendar, Contacts, Tasks, Notes, Folder List, or Journal. The search fields are also specific to the Outlook e-mail profile that you are currently using. The search fields persist after you exit and restart Outlook. The search query does not persist.

Add a predefined Search Folder

1. In Mail, click Folder.
2. In the New group, click New Search Folder.
   *Keyboard shortcut - To create a Search Folder, click Ctrl+Shift+P.
3. From the Select a Search Folder list, click the Search Folder you want to add.
4. If prompted, under Customize Search Folder, specify the search criteria to use.
5. To select a different mailbox to search, under Customize Search Folder, click the arrow at the Search mail in box, and then select the mailbox from the list.

Tip  To change the criteria for a Search Folder, right-click the folder in the Navigation Pane, click Customize this Search Folder, click Criteria, and then change the criteria. The criteria of Search Folders in the Reading Mail group, such as Inbox, Drafts or Sent Items, can’t be changed.

Create a custom Search Folder

1. In Mail, click Folder.
2. In the New group, click New Search Folder.
   *Keyboard shortcut - To create a Search Folder, click Ctrl+Shift+P.
3. From the Select a Search Folder list, click Create a custom Search Folder.
4. Under **Customize Search Folder**, click **Choose**.
5. Type a name for your custom Search Folder.
6. Click **Criteria**, and then select the options that you want.
   - The **Messages** tab contains criteria on the message content or properties, such as sender, keywords, or recipients.
   - The **More Choices** tab contains criteria on other message conditions, such as importance, flags, attachments, or categorization.
   - The **Advanced** tab enables you to make detailed criteria. Under **Define more criteria**, click **Field**, click the type of criterion that you want, and then click the specific criterion from the list. Then in the **Condition** box and the **Value** box, click the options that you want, and then click **Add to List**. Repeat for each criterion that you want to add to this search folder, and then click **OK**.
7. Click **Browse**, select the folders that you want to be searched.
8. Click **OK** to close each open dialog box.

**Follow-up reminders on sent emails:**

If you want to follow up on an email message or want to remember to check for responses to a message that you send, include a reminder in the message before you send it. You can also encourage other people to respond to a message or remind them of actions that need to be taken by sending a flagged message that has a reminder.

- Open a new email
- Click **Message** > in the **Tags** group > click the **Follow Up** down arrow > click **Add Reminder**.
In the Custom window select the **Flag for Recipients** box to choose the reminder date and time to send to your recipients.
NOTE: Use discretion when you send reminders to other people. Some recipients might not appreciate reminders while they work. Another option is to send a message that is flagged with start and due dates and more information in the Flag to list. This way, the information is available to the recipients in the InfoBar of the message, without a reminder.

**Keyboard Shortcuts:**

Microsoft offers several keyboard shortcuts to help you to quickly navigate within Outlook. Some of the most useful shortcuts are listed below:

**Mail**

- Check names: Ctrl+K
- Print: Ctrl+P
- Create a message (from any Outlook view): Ctrl+Shift+M
- Forward: Ctrl+F
- Mark as read: Ctrl+U
- Check for new messages: Ctrl+M or F9
Calendar

- Go to a date: Ctrl+G
- Go to the start of the week: Alt+Home
- Go to the end of the week: Alt+End
- Switch to Month view: Alt+= or Ctrl+Alt+4

Email Templates:

Use email templates to send messages that include information that infrequently changes from message to message. Compose and save a message as a template, and then reuse it when you want it. New information can be added before the template is sent as an email message.

1. Click Home.
2. In the New group, click New Email.

Keyboard shortcut To create an email message, press Ctrl+Shift+M.

In the message body, enter the content that you want.

3. In the message window, click the File tab.
4. Click Save As.
5. In the Save As dialog box, in the Save as type list, click Outlook Template.
6. In the File name box, type a name for your template, and then click Save.

*By default templates are saved in the following folders:

Windows 8, Windows 7, and Windows Vista
\c:\users\username\appdata\roaming\microsoft\templates

*You can navigate and save to a folder or location on your computer to easily locate your templates.

Learn More: