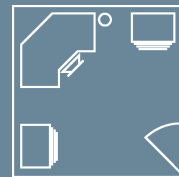


beyond the office



Quick Outlook Productivity Tips

Create appointments from emails

When you get an email about an upcoming event, there's an easy way to include all of that information with the appointment. Just drag the message over the Calendar button on the right. This will automatically open a new appointment with the text of the email in the appointment notes. All you have to do is enter the appropriate time and date, and you're all set.

Quickly add new contacts from your email

If there's even a small chance that you'll need that address again, it's best to save it right away. To quickly and easily enter the sender's information into a new contact, just right-click on the sender's name or email address, whichever is displayed, and select Add to Outlook Contacts. Think they might already be in your contacts? Just follow the same steps as above. If the new information matches an existing entry, Outlook will ask if you want to merge or update any of the information.

Send files right from Word, Excel, or other Microsoft Office products

You don't even have to open Outlook to send Microsoft Office files as an attachment. All you have to do is select File | Send To | Mail Recipient (As Attachment). Then just type in your recipients and send. You can even use your Outlook contacts using this method.

I didn't mean to send that!

Did you know that you can un-send a message that you sent in Outlook? Open your Sent Items folder (or wherever your sent message is stored) and double-click the message you want recalled. From the Actions menu, select Recall This Message, then select Delete unread copies of this message. If you want to send a new message instead of the one you are recalling, select Delete unread copies and replace with a new message, click OK, and then type a new message. Outlook can even notify about the success of the recall for each recipient. Just select Tell me if recall succeeds or fails for each recipient.

Do a little spring cleaning - anytime!

To make your mailbox(es) more manageable, you can archive old messages. While it doesn't delete them, it does take them out of your active folders so that you can concentrate on the important messages. (I like to do this once a year with messages from two years ago i.e. in January of 2008, I will archive all messages from 2006.) To archive your files, go to the File menu and select Archive. In the archive dialog box, choose the folder to be archived. Use the drop-down arrow to select a date to archive prior to. Be sure to Browse to pick which folder you want to save the archive file to, and give it a meaningful name. Then just click OK and let Outlook do the rest.

Outlook Shortcuts

CTRL + 1 - Mail
CTRL + 2 - Calendar
CTRL + 3 - Contacts
CTRL + 4 - Tasks
CTRL + 5 - Notes
CTRL + P - Print
CTRL + S - Save
CTRL + N - New Item
CTRL + R - Reply
CTRL + F - Forward
F11 - Find A Contact