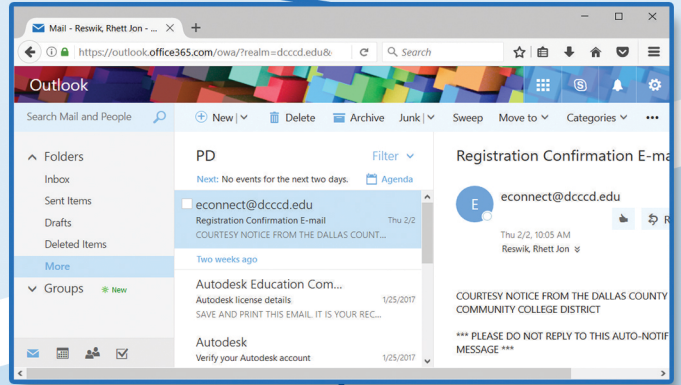
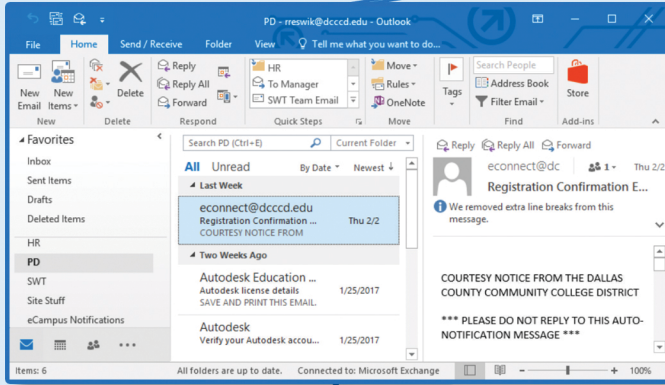




Getting the Most Out of Microsoft Outlook

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You are likely using 1 of 2 versions of MSFT Outlook:



Desktop Application

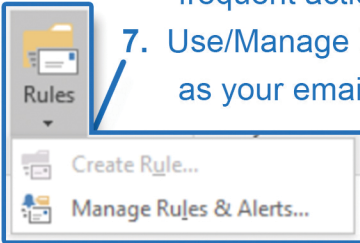
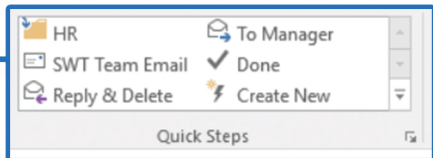
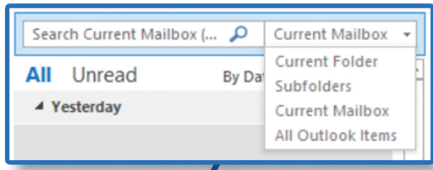
- Desktop/PC-based app(lication)
- **More** “Bells & Whistles” than web app
- Generally accessed from your **Start Menu or Task Bar**

Outlook Web App

- Browser-based app
- **Less** functionality than desktop version
- Generally accessed from **myPortal or outlook.dcccd.edu**

Desktop Application - TOP 10 “Things you should know”

1. Ctrl+R = Keyboard shortcut to **Reply**
2. Ctrl+F = Keyboard shortcut to **Forward**
3. Ctrl+Shift+V = Keyboard shortcut to **Move Items** (to folders)
4. Use the **Spacebar** to *scroll* through emails in Reading Pane
5. F3 = Keyboard shortcut for the **Search** box to *locate* emails by keyword(s)
6. Use/Manage **Quick Steps** to set-up your personal, frequent actions
7. Use/Manage **Rules** to set-up *automatic* folder filing as your emails come in



8. Drag an email to the Calendar icon on the Navigation Pane to set up an **Appointment/reminder**



9. To change your profile photo, go to File > Account Settings / Change
10. To **ATTEMPT** to **Recall** a message:
 - Go to your Sent Items
 - Double-click on the message (to recall) to open it in a new window
 - Go to Actions > Recall this message...
 - Select option(s) & click OK

Getting the Most Out of Microsoft Outlook (continued)...

Other Helpful Shortcuts

- Ctrl+N = **New** Message/Appointment/Contact/Task/etc. (navigation-based)
- Ctrl+Y = **Go to Folder**
- Ctrl+Shift+E = Create **New Folder**
- Shift+Delete = “**Permanently**” delete items
 - For a *short* time period, items can still be recovered by going to:
Folder > Recover Deleted Items
- Ctrl+D = Delete to **Deleted Items** folder
- Ctrl+Shift+I = Navigate to **Inbox** folder



What about the Calendar?



- With your mouse cursor, *hover* over the Calendar in the Navigation Pane (above) to see a “**Peek**” or a *mini-calendar*
- *Click* on the above icon to open the *full Calendar*
- With the full Calendar open, *click-and-drag* weeks (on the left) in the Folder Pane to change your Calendar view (see below)

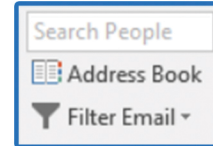
March 2017						
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

- When creating an appointment for a particular day, you can use *natural language dates* to find its numeric equivalent. Just *type* the day you’re searching for (see Start time below), *hit* the **Tab** key, and the respective numeric date will appear (see End time below).

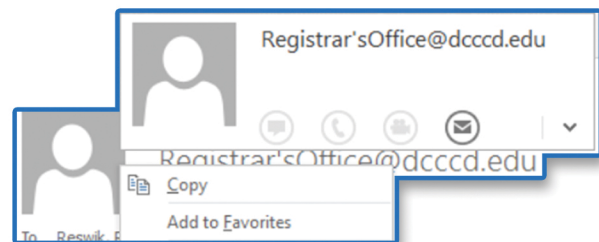
Start time	<input type="text" value="two weeks from today"/>	
End time	<input type="text" value="Fri 3/10/2017"/>	

Contacts, Contacts, Contacts

- To quickly find a person or contact, use the **Search People** dialogue box (top right)



- To set up a **Favorite**, *right-click* on a sender’s information (via an open email) and choose “**Add to Favorites**”

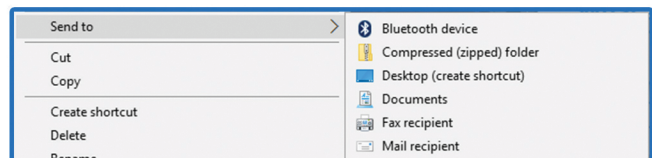


- To access your **Favorites**, with your mouse cursor - *hover* over the 2-person icon in the Navigation Pane (see below)



Quick & Easy Attachments

- *Right-click* on an item/file stored locally on your computer, choose **Send to > Mail recipient** to directly attach to an Outlook email (see below)



- When using MSFT Office products (Word, Excel, Access, etc), with the respective Office product open (i.e. Excel), go to **File > Share > Email** to directly attach the open file to an Outlook email (see below)

