

My Top 10 Tips for Using Outlook 2010 – Emails & Calendars

Organizing Emails & Calendars take a big part of our workday! I have compiled some tips that I have learned on how to keep Outlooks Inbox under control. Meeting Requests & Appointments set up in your Calendar can be a life saver. Those reminders can keep you on track! If you have any questions about any of these steps or have suggestion let me know. Call or email me anytime!

Tip #1: Put Important Details in Subject before Filing to a Folder & Flagging

Open up the email, type in the subject area, then Save using the Disk. This way when you need to search for the email it will be so much easier. Using email Flags, which can be set up by dates as reminder. Click [here](#) for details on using both.

Tip #2: Type the same reply over & over? Not with Quick Parts!

First type your reply, then select the text you want to save, under **Insert, Quick Parts, Save selection to Quick Parts**. I know someone that has more than 30 Quick Parts. Click [here](#) for details.

Tip #3: Categorize Emails and Appointments with Color!

Outlook is famous for colors! Coloring your calendars, your appointments, and emails using Categories with colors is so easy. You can then sort Emails and Calendar appointments by Categories & quickly. First create Categories, name & color them. Click [here](#) for details. Learn about using Category View [here](#).

Tip #4: Emails arrive in Color!

Do you get emails from certain people or certain subjects or those that are addressed only to you that you want to show up immediately in a certain color or maybe a larger font? You can set certain color, styles or font. It is called Conditional Formatting, click [here](#) for details.

Tip #5: Quick Steps

Do you have to send an email once a month? Do you need to always forward certain emails? How about moving emails into a folder after your reply to it, or even save a step by reply & automatically delete it afterwards. These and more can be done with **Quick Steps**. Click [here](#) for instructions for a new email with subject, or click [here](#) for other various **Quick Steps**.

Tip #6: Delete Once!

Don't delete those emails from the Inbox, then from the Deleted Items folder. Do it once, by holding the **Shift** key down first. It will permanently delete those emails.

Tip#6: Collect Responses using Vote

Use this awesome feature in Outlook instead of emailing back & forth to make a decision. Once you collect the answers to yes or no or multiple choices, then copy and paste to add to Excel. Click [here](#) for details.

Tip#7: Junk Mail

Seriously, those Junk Emails can waste your time. Right mouse click on the email, go to **Junk**, select **Block sender**. This does help, as for any given week I get over 50 emails added to my Junk Folder. 50 times I didn't have to click on each one & hit the Delete. Let Outlook do it for you.

Tip#8: Rules

Do you get emails that you don't need to take care of right away? How about emails that automatically get forwarded to someone else? All of this and more can be done using **Rules**. Organize emails using rules, click [here](#) for some ideas. How about a rule to automatically reply when someone sends you an email? Click [here](#) for details. Click [here](#) for a rule that will move an email from the sent folder with a certain subject.

Tip#9: Sort you Emails & Show in Groups

How much time can you save by sorting those emails to make finding what you need by Subject, From or Received Date? Click [here](#) for some ideas about Sorting. How about **Show in Groups**, **View** tab, **Arrangement** grouping, drop down toe **More**, then **Show in Groups**. Nice!

Tip #10: Attachments

Those dreaded attachments. Preview the attachment by clicking it one time; see the details all without opening the program. Nice! Now, want to save the attachment? **File**, **Save As** or Right mouse to Save or Delete Attachments.

My 3 Favorite Outlook Shortcuts:

CTRL + N Opens New Email Message
CTRL + R Replies to the Selected Email
CTRL + ENTER Sends the Email

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