SkillMaster Computer Training

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Microsoft Outlook Tips and Tricks

1. Outlook Screen Components	- Views in Navigation Pane - Work with toolbars - Use Outlook Menus - Create new folders
2. Use Mail	- Create, read, forward and reply to e-mail messages - Work with Address Book - Message formatting, flagging, deleting, drafting, tracking, tracking, etc. - Setting message sensitivity and importance - Attach files - Create signatures - Link contacts and set voting
Use Address Book and Contact lists	- Add new addresses and edit them - Use alternate views and sorting - Print address books - View categories - Create distribution lists
Calendar	- Date navigation views - Create appointments, meetings, events and groups schedules - Set reminders and recurring calendar entries - Track attendees - Print calendars
Task Management	- Create and modify tasks - Track the status of tasks - Send task requests - Sort tasks and mark them complete
Outlook Rules and Out-of-Office Assistant	- Set notification rules alerts - Set organization rules to perform actions on a message. - Set Office Assistant to manage your mail in your absence
Mail Merge with Outlook	Merge to Microsoft Word documents contact lists
Journal	- Create Journal entries and record activity reports - Tracking options
Notes	Create and manage notes