

Outlook Tips and Tricks

Customizing the Quick Access Toolbar (QAT)

- Decide whether QAT should be above/below ribbon using drop-down arrow
- Add buttons to the QAT using the drop-down arrow
- Add more buttons to the QAT using More Commands...

Command	Description
Collapse All Groups	Collapses all groups based on Sort
Expand All Groups	Expands all groups based on Sort
Notes	Opens Sticky Notes
Save all Attachments	Saves all attachments in single click

- Add more buttons to the QAT (Right-click on ribbon→Add to Quick Access Toolbar)
- Hide/Show the Ribbon (Double-clicking on any tab)

Outlook Tips and Tricks

- Keyboard Commands

Command	Description
Control+Home	Moves you to first email in that folder
Control+End	Moves you to last email in that folder
Control+A	Selects all emails in that folder
Control+click	Selects emails that are NOT next to each other
Shift+click	Selects emails that are next to each other

- Shortcuts
 - Drag a mail message to the calendar button to convert to appointment
 - Drag a mail message to People to save them (and the email) in your contacts book
 - Drag a contact(s) to the mail button to create an email for them
 - Use Outlook Today (click on mailbox name in folder pane) to see preview of day
 - Right-click on Calendar (or Tasks or Contacts) and open in New Window!

Panes

- Navigation Pane (View – Navigation Pane to customize)
 - Changing size of pane (small or large icons)
 - Using Favorites
 - Using Notes
- Message Pane (View – Change View... to customize)
 - Views (Compact, Single, Preview)
 - Manage Views (Reset View, Delete View, etc.)
 - Message Pane switches between new way (NOT showing column headers and instead showing Arrange By) and old way (showing columns headers) by changing width of pane!
- Reading Pane (View – Reading Pane...to customize)
 - Right, Bottom, Off
 - Options...(can change when messages get marked as read!)
- To-Do Bar (View – To-Do Bar...)

Searching

- Use Search box (least preferred way!)
- Use Search tab or ribbon and click on buttons on ribbon
- Use Filter button
- Right+click on message and use Find Related...
- Use Search Folders (on Navigation Pane)

Organizing Outlook

- Categories (color code emails)
- Flags (mark emails as a to-do task)

Other

- Quick Steps/Rules
- Quick Parts (within a new email, Insert – Quick Parts...)