

<h2>Mail tips</h2>	
<p><b>Set a reminder to reply to a message</b></p>	<p>Right-click the message you want to set the reminder for, point to <b>Follow Up</b>, and then click <b>Add Reminder</b>. In the <b>Due By</b> list, click the date when you have to complete the reply. In the second list, click a time. In the <b>Flag color</b> list, click the flag color you want, and then click <b>OK</b>.</p>
<p><b>Add your own words to a follow-up flag for a new message</b></p>	<p>Click the <b>Message Flag</b> button and then type the text you want in the <b>Flag to</b> box.</p>
<p><b>Send a message to multiple people without revealing other recipients' identities</b></p>	<p>To send a message to someone without other recipients of the message knowing, use the <b>Bcc</b> line in the message. Bcc stands for blind carbon copy. If you add someone's name to the <b>Bcc</b> line, a copy of the message is sent to that person, but his or her name is not visible to other recipients.</p>
<p><b>Find related messages</b></p>	<p>To find related messages, right-click the message, and then on the shortcut menu, point to <b>Find All</b> and then click <b>Related Messages</b>. The <b>Advanced Find</b> dialog box appears with a list of related messages</p>
<p><b>To color code your mail coming from someone specific</b></p>	<p>Select the mail coming from someone you want to select a color for. Click <b>Tools-&gt; Organize</b>. A pane will scroll down now. On the left side of that pane choose "Using Colors" The name of the sender will now be visible in the above rule. Choose the option "From". You'll see the name field automatically adjusting when you select a message from someone else Choose a color from the dropdown list and press "Apply Color".</p>
<p><b>Jog your memory with a follow-up flag</b></p>	<p>Create a follow-up flag as a reminder to follow up on a message. On the <b>Actions</b> menu, click <b>Follow Up</b> and click the flag color of your choice.</p>
<p><b>Save searches that you use often.</b></p>	<p>On the <b>Tools</b> menu, point to <b>Find</b> and then click <b>Advanced Find</b>. In the <b>Advanced Find</b> dialog box, specify your search criteria and click <b>Save Search</b> on the <b>File</b> menu. You can share the search results with others by sending the search</p>

	<p>results file as an attachment in an e-mail message.</p>
<p><b>Receive notifications when messages you send are delivered or read</b></p>	<p>On the <b>Tools</b> menu, click <b>Options</b>, and then click the <b>Preferences</b> tab. Click <b>E-mail Options</b>, and then click <b>Tracking Options</b>.</p>
<p><b>Quickly mark a message as read or unread</b></p>	<p>Right-click the message and then click <b>Mark as Read</b> or <b>Mark as Unread</b>.</p>
<p><b>Quickly see the next or previous mail message in a conversation or thread</b></p>	<p>In a message, click the small arrow next to the <b>Previous Item</b> button or <b>Next Item</b> button, and then click <b>Item in Conversation Topic</b>.</p>
<p><b>Recall that message!</b></p>	<p>To recall or replace a sent message, open the message in the Sent Items folder, and on the <b>Actions</b> menu, click <b>Recall This Message</b>.</p>
<p><b>Automatically add a signature or logo to each message you send</b></p>	<p>On the <b>Tools</b> menu, click <b>Options</b>, and then click the <b>Mail Format</b> tab. If you have more than one account, select the account you want to create the signature for, and then click <b>Signatures</b>.</p> <p>NOTE: The signature options will vary depending on whether you are using Outlook or Word as your message editor.</p>
<p><b>Show blocked images in an e-mail message</b></p>	<p>Click the <b>InfoBar</b> at the top of the message, and then click <b>Download Pictures</b>.</p>
<p><b>Search for and move items or files to different folders.</b></p>	<p>On the <b>Tools</b> menu, point to <b>Find</b> and then click <b>Advanced Find</b>. In the <b>Advanced Find</b> dialog box, specify your search criteria and click <b>Find Now</b>. After the results are displayed in the search results window, move them to the folder of your choice. To save the search for future use, Click <b>New</b> and <b>Save Search as Search Folder</b>.</p> <p>or</p> <p>Press CTRL+E to open the <b>Find</b> bar, type what you want to find in the <b>Look for</b> box, specify which folder to look in by using the <b>Search In</b> box, and then click <b>Find Now</b>. When the search is complete, click <b>Options</b> on the <b>Find</b> bar, and then</p>

	click <b>Save Search as Search Folder</b> .
<b>Delete names from the AutoComplete list</b>	Select the unwanted name by using the UP ARROW or DOWN ARROW key and then press DELETE.
<b>Create a rule, quick and easy</b>	Right-click the item and select <b>Create Rule</b> . Specify the rule settings and click <b>OK</b> .
<b>Customize your Current View</b>	<p>On the <b>View</b> menu, point to <b>Arrange By</b>, and then click <b>Custom</b>. Change the view settings as desired.</p> <p>To create a new view, point to <b>Arrange By</b>, and then click <b>Current View</b>, and then click <b>Define Views</b>. Click <b>New</b> to create a new view and change the view settings as desired.</p>
<b>Keep a Desktop Alert on the desktop</b>	To keep a Desktop Alert visible so that you have more time to read it, pause your insertion point over the alert before it fades from view.
<b>Quickly add an attachment to a new message</b>	Locate the file, for example a .doc file in your My Documents folder, and then drag it to your Inbox. Outlook opens a new e-mail message with the file attached. You can also drag multiple files.
<b>Make a message unavailable to recipients after a specific date</b>	To set the expiration date on a message you are composing, click <b>Options</b>  . Under <b>Delivery options</b> , select the <b>Expires after</b> check box, and then in the lists, select the date and time you want the message to expire.
<b>Open several messages at the same time</b>	Hold CTRL while you click each message. After you select the messages, on the <b>File</b> menu, point to <b>Open</b> , and then click <b>Selected Items</b> .
<b>Calendar tips</b>	
<b>Automatically add holidays to your Calendar</b>	On the <b>Tools</b> menu, click <b>Options</b> , click <b>Calendar Options</b> , and then click <b>Add Holidays</b> .
<b>Quickly display several days side by side in Calendar</b>	In the date picker, drag over the dates that you want to view or

	CTRL-click the dates
<b>Contact meeting attendees with a reminder or other message</b>	Open the original meeting request, click the <b>Actions</b> menu, and then click <b>New Message to Attendees</b> .
<b>Show Saturday and Sunday in separate boxes in your monthly calendar</b>	To show weekend days in separate boxes in the <b>Month</b> view, right-click anywhere in <b>Calendar</b> view, and then click <b>Other Settings</b> . Clear the <b>Compress weekend days</b> check box.
<b>Abbreviate when entering meeting times</b>	When you enter appointments in the Calendar, you can save time by typing abbreviations and allowing Outlook to fill in the rest. For example, if you want to enter a 6:00 P.M. meeting, open a new meeting request and then type <b>600p</b> . You can also use phrases such as "tomorrow" or "next Monday," and Outlook automatically inserts the correct date.
<b>Quickly move an appointment</b>	Drag it to a new date or time in your <b>Calendar</b> or in the date picker.
<b>Need consensus on a meeting time? Let invitees propose new meeting times</b>	On the <b>Tools</b> menu, click <b>Options</b> . Click <b>Preferences</b> and then click <b>Calendar options</b> . In the <b>Calendar options</b> section, select the <b>Allow attendees to propose new meeting times for meetings you organize</b> check box.
<b>Change the number of days shown in Calendar</b>	In <b>Calendar</b> view, press ALT+ <i>number</i> , where <i>number</i> represents the number of days to show in the view between 1 and 9. Use 0 for a 10-day view.
<b>Want to see your Calendar while you're looking at the Inbox?</b>	In the Navigation Pane, right-click the <b>Calendar</b> button, and then click <b>Open in New Window</b> on the shortcut menu.
<b>Quickly copy an appointment in your Calendar</b>	Hold down CTRL and drag the appointment to a new time or date.
<b>Avoid meeting request responses</b>	If you're sending a meeting request to a large group and don't need or want responses, in the open new meeting request, on the <b>Actions</b> menu, click <b>Request Responses</b> . Specify your meeting information, and then send the meeting request.

<p><b>Create a Group Schedule for Common Meetings</b></p>	<p>From Calendar view, point to <b>Actions</b> on the menu bar and click <b>View Group Schedules</b>. Create a new schedule and add attendees. When you want to schedule another meeting with the same group, repeat the first steps and then select the previously created group.</p>
<h2 style="color: #C8513E;">Contacts tips</h2>	
<p><b>Add a new contact from an e-mail message</b></p>	<p>Open the message. In the <b>From</b> field, right-click the name you want to make into a contact. On the shortcut menu, click <b>Add to Outlook Contacts</b>.</p>
<p><b>Create a task related to a contact</b></p>	<p>Click the contact, click the <b>Actions</b> menu, and then click <b>New Task for Contact</b>.</p>
<p><b>Quickly change the number of columns of contacts in your Contacts list</b></p>	<p>Just drag one of the vertical dividers that separate the columns.</p>
<p><b>Quickly schedule a meeting with a contact</b></p>	<p>Click the contact and then on the <b>Actions</b> menu, click <b>New Meeting Request to Contact</b>. You may select a single contact or multiple contacts for this process.</p>
<p><b>Quickly create a contact with the same company name and address as another contact</b></p>	<p>Select the existing contact in your <b>Contacts</b> list, and then on the <b>Actions</b> menu, click <b>New Contact from Same Company</b>.</p>
<h2 style="color: #C8513E;">Customization tips</h2>	
<p><b>Start Outlook in a folder other than Inbox</b></p>	<p>On the <b>Tools</b> menu, click <b>Options</b>, and then click the <b>Other</b> tab. In the <b>Advanced Options</b> dialog box, set the startup folder that you want.</p>
<p><b>Missing some items? Adjust your view filter settings</b></p>	<p>Items that don't match the filter settings won't appear. To remove the filter, on the <b>View</b> menu, point to <b>Arrange By</b>, point to <b>Current View</b>, and then click <b>Customize Current View</b>. Click <b>Filter</b>, and then click <b>Clear All</b>.</p>
<p><b>Customize how Outlook archives items</b></p>	<p>On the <b>Tools</b> menu, click <b>Options</b>, click the <b>Other</b> tab, and</p>

	then click <b>AutoArchive</b> .
<b>Move Desktop Alerts to a different monitor</b>	If your desktop spans more than one monitor, you can make Desktop Alerts appear on any monitor you use. When an alert appears, rest the pointer over it and then drag it to the part of your desktop that is displayed on the monitor where you want to view the alert.
<b>Access any Outlook folder from your Windows desktop</b>	Create a shortcut to an Outlook folder on the Windows desktop by dragging the folder from Outlook to your Windows desktop. Make sure you press CTRL before you release the mouse button. When you double-click the new shortcut, Outlook will open to that folder.
<b>Shade group headings</b>	When you turn on shaded group headings, it makes it easier to distinguish the different groups, such as Yesterday and Last Week. In <b>Mail</b> , on the <b>View</b> menu, point to <b>Arrange By</b> , click <b>Custom</b> , click <b>Other Settings</b> , and then select the <b>Shade group headings</b> check box. Click <b>OK</b> twice.
<b>Create a document, worksheet, or presentation</b>	If you have other Microsoft Office programs installed, you can quickly create a new Microsoft Word document, Microsoft Excel worksheet, or Microsoft PowerPoint presentation by pressing CTRL+SHIFT+H.
<b>Check your spelling in Outlook</b>	On the <b>Tools</b> menu, click <b>Options</b> . Click <b>Preferences</b> , and then on the <b>Spelling</b> tab, select options to allow Outlook to correct your spelling, including creating a custom dictionary of frequently used terms and choosing a dictionary in another language to check your spelling.
<b>Clean up your mailbox</b>	Point to <b>Tools</b> on the menu bar and click <b>Mailbox Cleanup</b>

Source: <http://office.microsoft.com/en-us/outlook/HA010970221033.aspx>