SSBG IT Solutions

Ph: (8621) 5404-3999 Fax: (8621) 5404-7759
Email: Sales1@SSBG.com.cn www.SSBG.com.cn

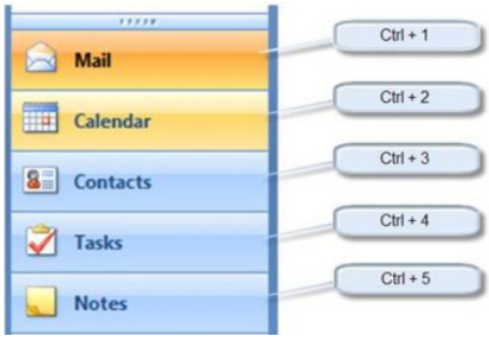
Outlook Power User Tips & Tricks

Contents

Keyboard shortcuts 1
Automatically organize incoming email into folders 1
Send emails to multiple people more easily using distribution lists 2
Speed up by archiving your old emails 2
Coordinate with people in different countries by creating 2 Calendar time zones 3
Save time by creating a pre-written template for commonly written emails 4

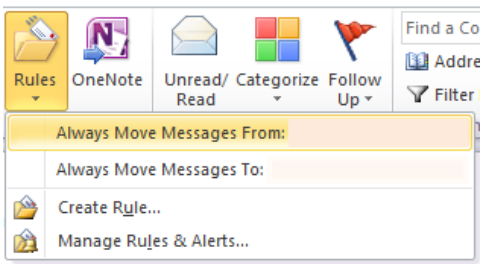
Keyboard shortcuts

- Ctrl+N: New E-mail
- Ctrl+R: Reply
- Alt+R: Reply All
- Alt+W: Forward email
- Alt+S: Send email
- You can also switch between Mail, Calendar, Contacts and other items by pressing the following:



Automatically organize incoming email into folders

1. Click Rules > Always Move Messages From: *Sender*



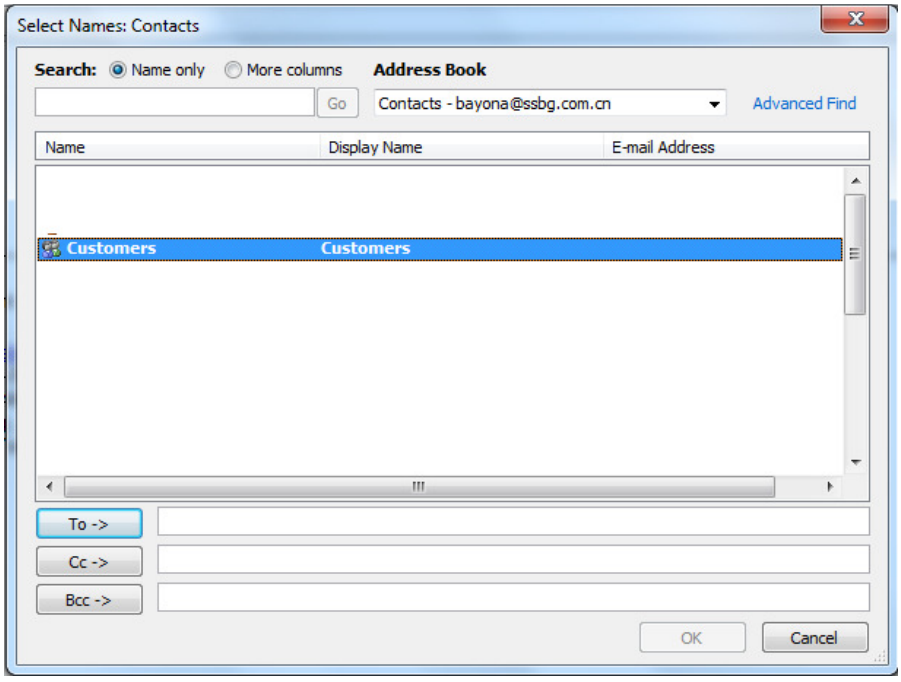
2. Select the Inbox folder where you want the sender's emails to go automatically
3. Click OK

SSBG IT Solutions

Ph: (8621) 5404-3999 Fax: (8621) 5404-7759
Email: Sales1@SSBG.com.cn www.SSBG.com.cn

Send emails to multiple people more easily using distribution lists

1. Frist, you can create a new distribution list clicking Ctrl+Shift+L
2. Click New Email
3. Press the To button
4. Highlight the distribution list from your address book



5. Click Bcc button and the addresses of the distribution list will be added. Note: Bcc button will send copies to the addresses inside the list but recipients will be hidden from all other addresses
6. Then in To button you can write your e-mail address or another significant e-mail address in your company, as you wish
7. Click OK
8. Continue editing your email and press Send when you are done

Speed up by archiving your old emails

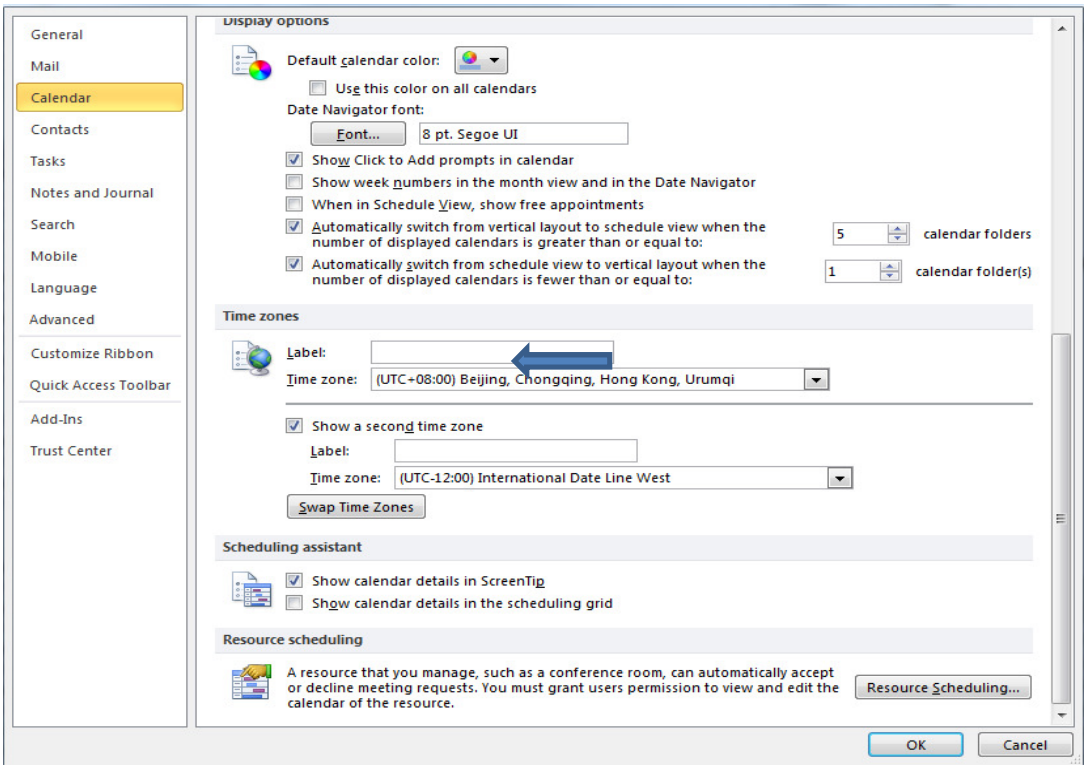
1. Click on Inbox folder under Mail Folders with the right mouse button
2. Select New Folder from the menu that appears
3. Type the desired folder name
4. Click OK
5. Drag and drop individual or groups of emails onto the newly created folder

SSBG IT Solutions

Ph: (8621) 5404-3999 Fax: (8621) 5404-7759
Email: Sales1@SSBG.com.cn www.SSBG.com.cn

Coordinate with people in different countries by creating 2 Calendar time zones

1. On File Tab go to Options
2. Go to Calendar, scroll down to Time Zones and just select the option Show a second time zone

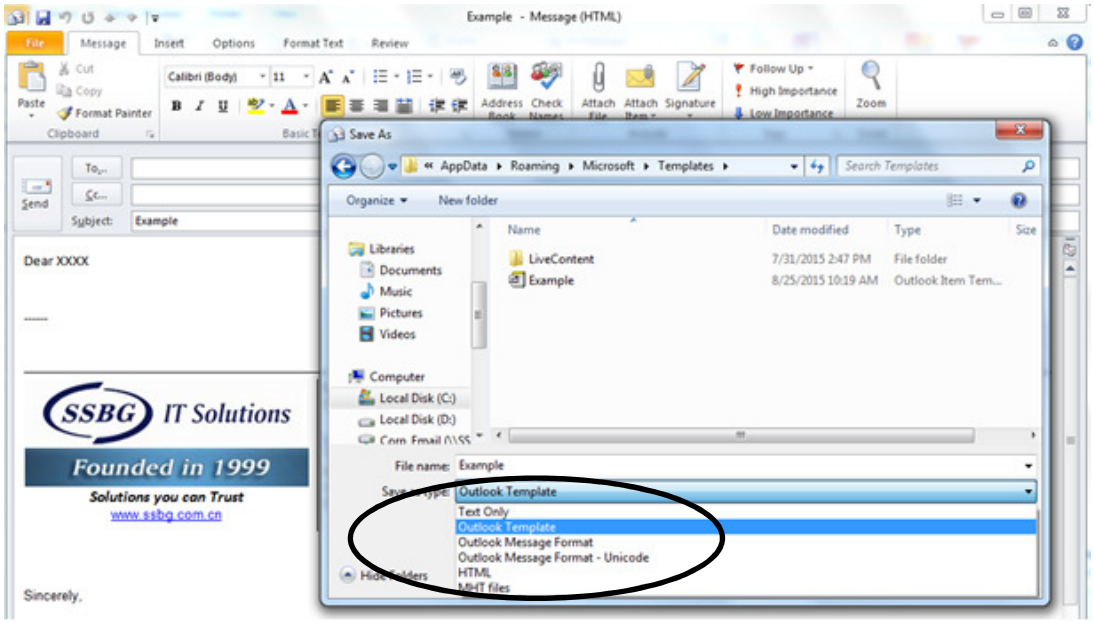


SSBG IT Solutions

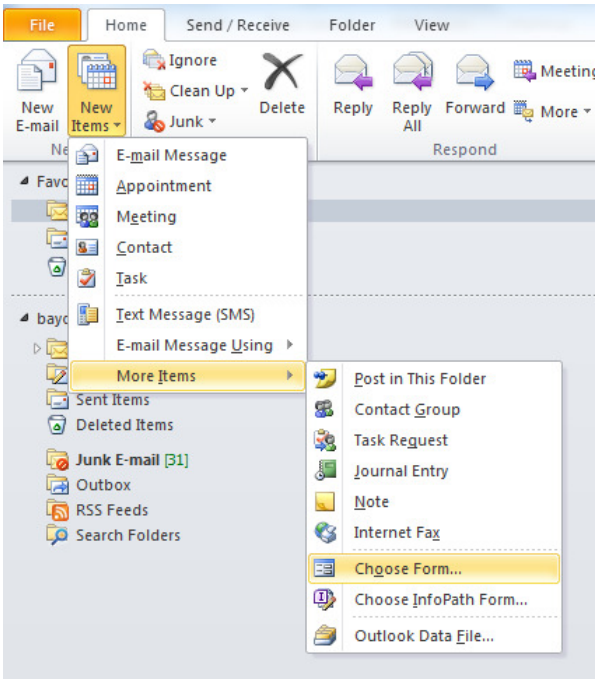
Ph: (8621) 5404-3999 Fax: (8621) 5404-7759
Email: Sales1@SSBG.com.cn www.SSBG.com.cn

Save time by creating a pre-written template for commonly written emails

1. Click the New Email button and write the e-mail body you want to save as a template
2. Write in Subject the name for the template
3. Click File > Save As and Choose the option Outlook Template. The template is already saved

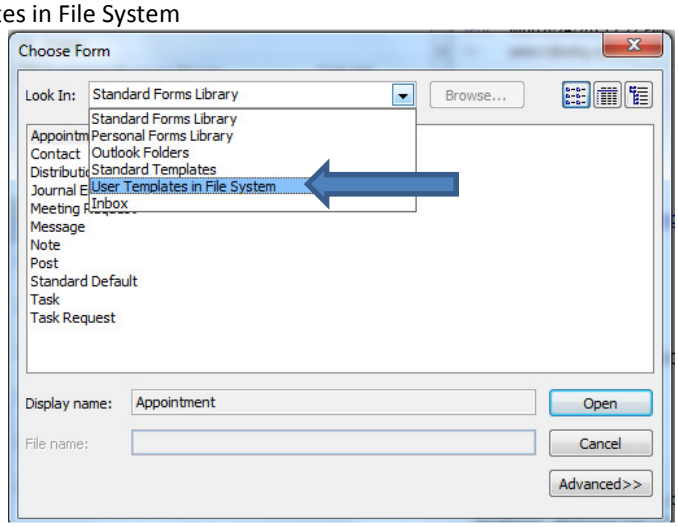
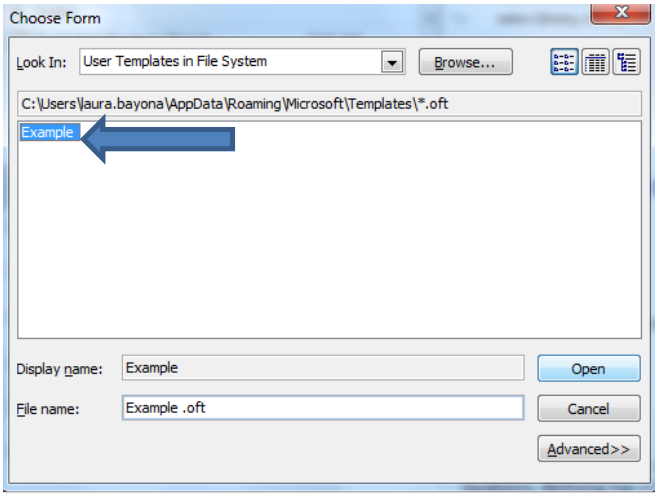


4. When you wish to use the templates, go to Home tab > New Items > More Items > Choose Form



Ph: (8621) 5404-3999 Fax: (8621) 5404-7759
Email: Sales1@SSBG.com.cn www.SSBG.com.cn

5. Click on User Templates in File System



6. Choose the template and click Open