# Outlook TIPS

AgNet Email Account and AgEcon Computer Accounts are different and require two different logins/passwords.

FOR EMAIL :   Sign up for the Self-Service Password Reset :   https://agrilifepass.tamu.edu/pm/

FOR COMPUTER: Sign up for the Self-Service Password Reset :   https://ae-app.agecon.tamu.edu/reset/

How to Determine Who is in a Group

Open the Global Address Book; locate the Group, right-click to display individuals
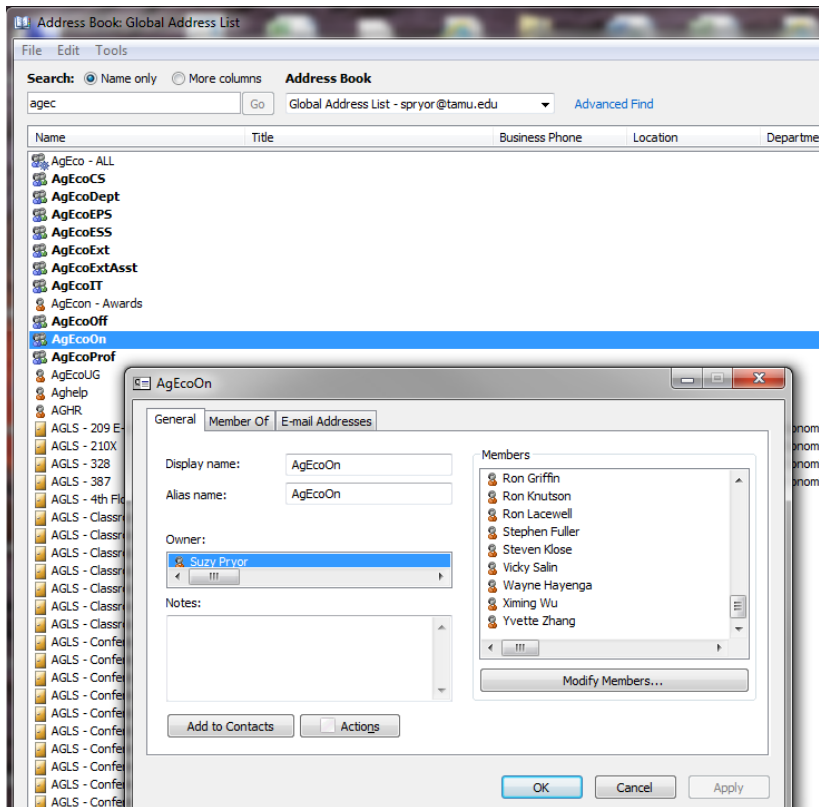
Calendar – SCHEDULING ASSISTANT - Schedule a meeting with other people

A meeting is an appointment that includes other people and can include resources such as conference rooms. Responses to your meeting requests appear in your **Inbox**.

1. In Calendar, on the **Home** tab, in the **New** group, click **New Meeting**.
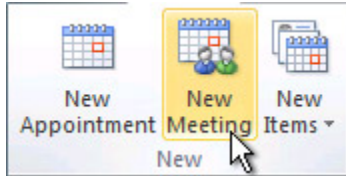
   Keyboard shortcut To create a new meeting request, press CTRL+SHIFT+Q.

2. In the **Subject** box, type a description.

3. In the **Location** box, type a description or location. If you use a Microsoft Exchange account, click **Rooms** to choose from available rooms.

4. In the **Start time** and **End time** lists, click the start and end time for the meeting. If you select the **All day event** check box, the event shows as a full 24-hour event, lasting from midnight to midnight.

   NOTE If you want to schedule meetings based on an alternate time zone, on the **Meeting** tab, in the **Options** group, click **Time Zones**.

5. In the meeting request body, type any information that you want to share with the recipients. You can also attach files.

6. On the **Meeting** tab, in the **Show** group, click **Scheduling Assistant**.

   The **Scheduling Assistant** helps you find the best time for your meeting.

7. Click **Add Others**, and then click **Add from Address Book**.

8. In the **Select Attendees and Resources** dialog box, in the **Search** box, enter the name of a person or resource to include at the meeting. If you are searching with the **More Columns** option, click **Go**.

9. Click the name from the results list, then click **Required**, **Optional**, or **Resources**, and then click **OK**.

   Required and **Optional** attendees appear in the **To** box on the **Meeting** tab, and **Resources** appear in the **Location** box.

The free/busy grid shows the availability of attendees. A green vertical line represents the start of the meeting. A red vertical line represents the end of the meeting.
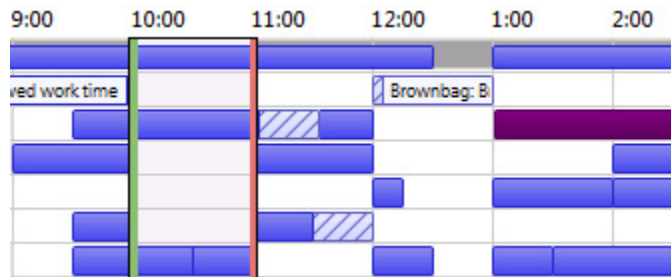
The **Room Finder** pane contains suggested times for the best time for your meeting (when most attendees are available). To select a meeting time, click a time suggestion in the **Room Finder** pane in the **Suggested times** section, or pick a time on the free/busy grid.
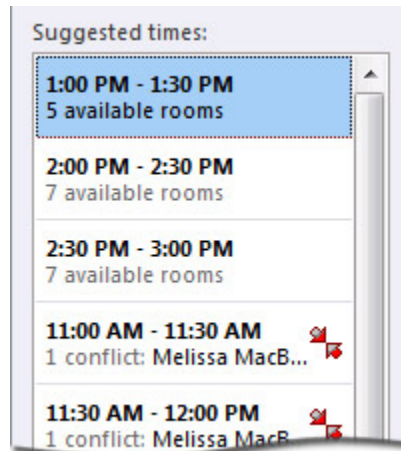
NOTE If the **Room Finder** pane doesn't appear, on the **Meeting** tab, in the **Options** group, click **Room Finder**.
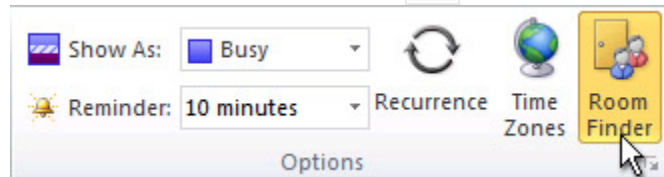

10. To set up a recurring meeting, on the **Meeting** tab, in the **Options** group, click **Recurrence**. Choose the options for the recurrence pattern you want, and then click **OK**.

11. When you add a recurrence pattern to a meeting request, the **Meeting** tab changes to **Recurring Meeting**.

Untitled - Appointment

Outlook Training - SAC - Meeting

1 2 3 4 5

File | Meeting | Insert | Format Text | Review

Delete | Calendar | Forward | OneNote | Appointment | Scheduling Assistant | Online Meeting | Cancel Invitation | Address Book | Check Names | Response Options | Show As: Busy | Reminder: 30 minutes | Recurrence | Time Zones | Room Finder | Categorize | Private | High Importance | Low Importance

Actions | Show | Online Meeting | Attendees | Options | Tags

Send | 100%

Wednesday, August 22, 2012 | Thursday

12:00 | 1:00 | 2:00 | 3:00 | 4:00 | 8:00 | 9:00 | 10:00 | 11:00 | 12:00 | 1:00 | 2:00 | 3:00 | 4:00 | 8:00

All Attendees

Suzy Pryor | rientati | Leveraging G | Outlook Trai | IT Forum

AE-AdminStaff
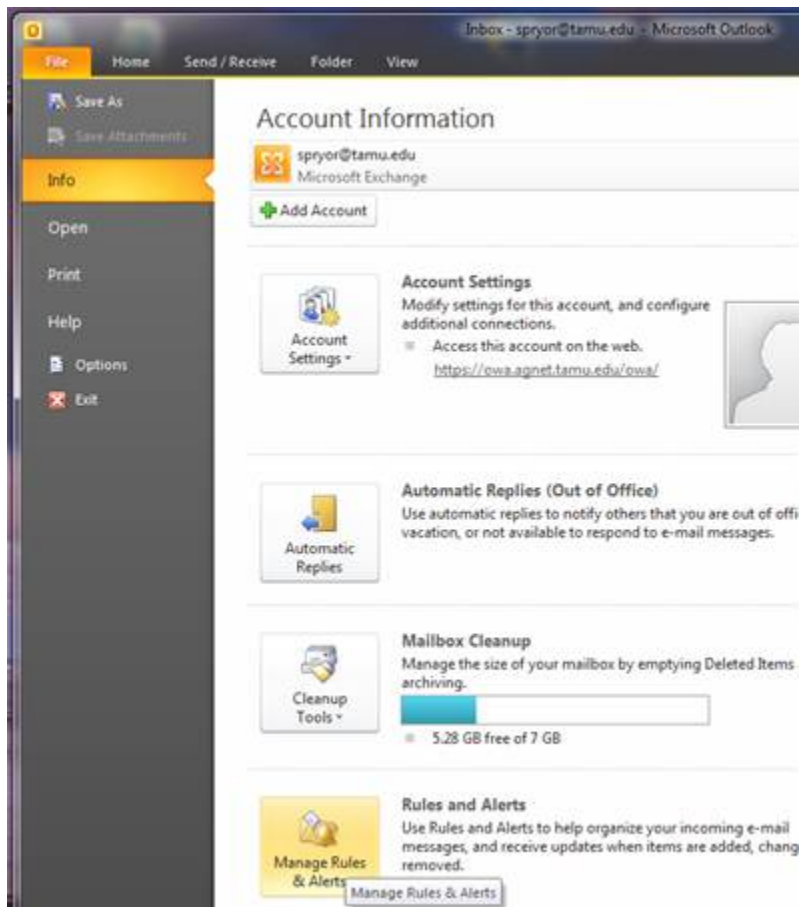
Click here to add a name

AUTOMATIC REPLIES
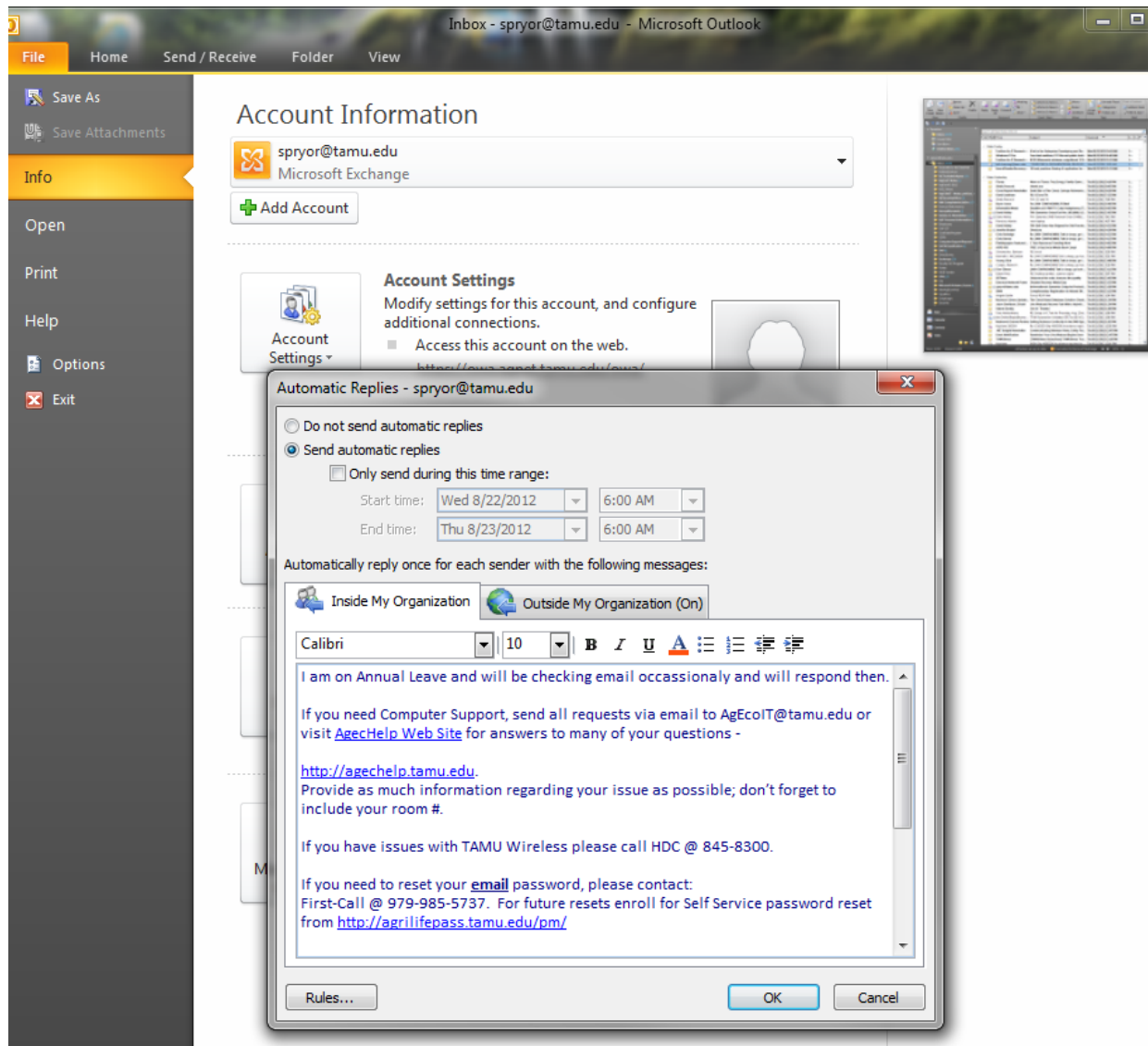
Create a rule

Outlook includes rule templates for common scenarios. Use these rule templates, or create design your own custom rules.

Use Outlook rule templates

1. Click the **File** tab.

2. Click **Manage Rules & Alerts**.

3. In the **Rules and Alerts** dialog box, on the **E-mail Rules** tab, click **New Rule**.

4. Under **Step 1: Select a template**, select the template that you want from the **Stay Organized** or **Stay Up to Date** collection of templates.

5. Under **Step 2: Edit the rule description**, click an underlined value. For example, if you click the **people or public group** link, the Address Book opens.

6. Click **Next**.

7. Under **Step 1: Select condition(s)**, select the conditions that you want the messages to meet for the rule to apply.

8. Under **Step 2: Edit the rule description**, click an underlined value for any condition that you added, and then specify the value.

9. Click **Next**.

10. Under **Step 1: Select action(s)**, select the action that you want the rule to take when the specified conditions are met.

11. Under **Step 2: Edit the rule description**, click an underlined value for any action that you added, and then specify the value.

12. Click **Next**.

13. Under **Step 1: Select exception(s)**, select any exceptions to the rule, and then click **Next**.

14. Under **Step 2: Edit the rule description**, click an underlined value for any exception that you added, and then specify the value.

15. Click **Next**.

16. Under **Step 1: Specify a name for this rule**, enter a name.

17. Under **Step 2: Setup rule options**, select the check boxes for the options that you want.

- If you want to run this rule on messages that already are in the **Inbox**, select the **Run this rule now on messages already in "Inbox"** check box.

- By default, the new rule is turned on. To turn off the rule, clear the **Turn on this rule** check box.

- To apply this rule to all email accounts set up in Outlook, select the **Create this rule on all accounts** check box.

18. Click **Finish**.

Design a custom rule

1. Click the **File** tab.

2. Click **Manage Rules & Alerts**.

3. In the **Rules and Alerts** dialog box, on the **E-mail Rules** tab, click **New Rule**.

4. Under **Start from a blank rule**, click either **Check messages when they arrive** or **Check messages after sending**.

5. Click **Next**.

6. Under **Step 1: Select condition(s)**, select the conditions that you want the messages to meet for the rule to apply.

7. Under **Step 2: Edit the rule description**, click an underlined value for any condition that you added, and then specify the value.

8. Click **Next**.

9. Under **Step 1: Select action(s)**, select the action that you want the rule to take when the specified conditions are met.

10. Under **Step 2: Edit the rule description**, click an underlined value for any action that you added, and then specify the value.

11. Click **Next**.

12. Under **Step 1: Select exception(s)**, select any exceptions to the rule, and then click **Next**.

13. Under **Step 2: Edit the rule description**, click an underlined value for any exception that you added, and then specify the value.

14. Click **Next**.

15. Under **Step 1: Specify a name for this rule**, enter a name.

16. Under **Step 2: Setup rule options**, select the check boxes for the options that you want.

- If you want to run this rule on messages that already are in the **Inbox**, select the **Run this rule now on messages already in "Inbox"** check box.

- By default, the new rule is turned on. To turn off the rule, clear the **Turn on this rule** check box.

- To apply this rule to all email accounts set up in Outlook, select the **Create this rule on all accounts** check box.

17. Click **Finish**.

Create a rule based on senders or recipients of a message

A rule can be quickly created from any message. The advantage of creating a rule in this manner is that rules are suggested based on the message sender or recipients. For example, when you start with a message, one rule that is suggested moves all messages from that sender to a folder that you choose.

1. Click the message for which you want to create a rule, and then on the **Home** tab, in the **Move** group, click **Rules**.

   Suggested rules appear based on the message sender and recipients.

2. Do one of the following:

- Click one of the suggested rules, click a destination folder, and then click **OK**.
- For more rules options that are based on the sender, recipients, or subject of the message, click **Create Rule**.

   If you chose **Create Rule** in step 2, the **Create Rule** dialog box appears. Continue with the following steps.

1. Under **When I get e-mail with all of the selected conditions**, select the check boxes for the conditions that you want.

2. Under **Do the following**, select the check boxes for the action that you want the rule to take when the specified conditions are met.

3. Select the **Move the item to folder** check box.

4. Click an existing folder or click **New** to create a folder to store the messages.

   To add more conditions, actions, or exceptions to the rule, click **Advanced Options**, and then follow the rest of the instructions in the **Rules Wizard**. This is the same wizard that appears when you click **Manage Rules & Alerts** in the

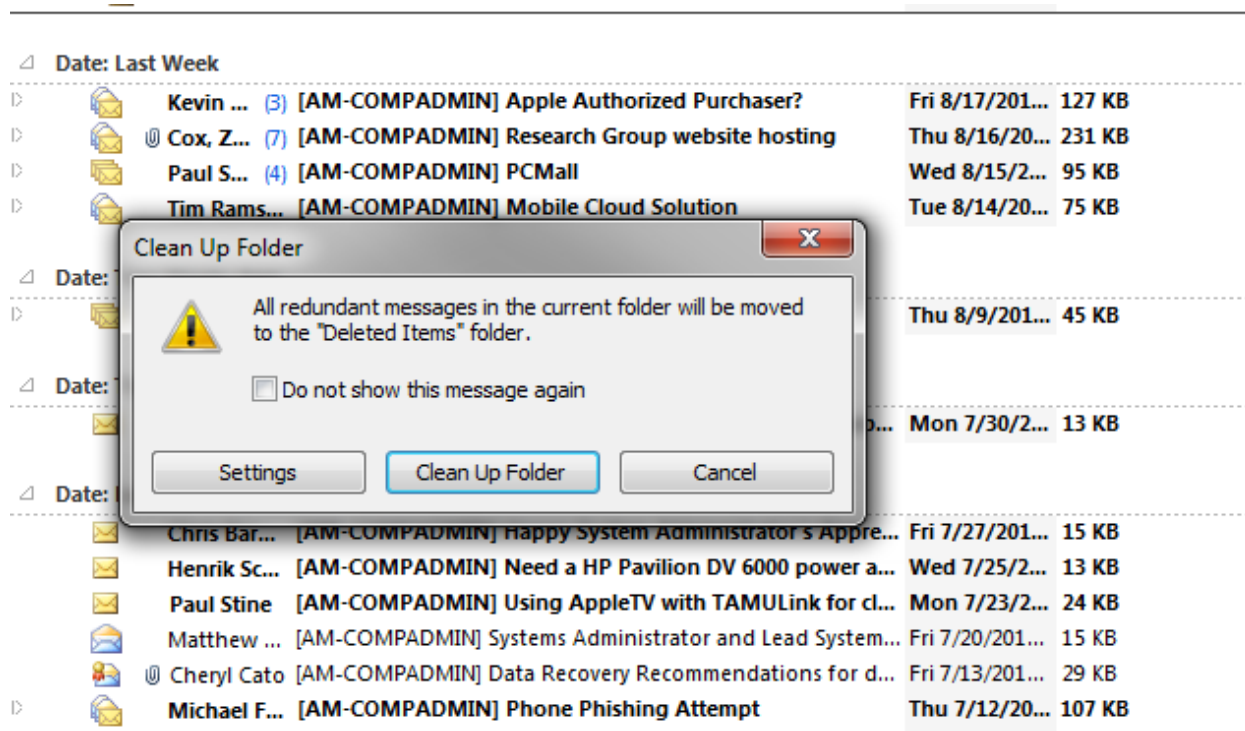   Backstage view (by clicking the **File** tab). See Design a custom rule for more information.

5. Click **OK**.

Microsoft Outlook 2010 Tips - Reduce Clutter with Outlook 2010's Clean Up Conversation Feature
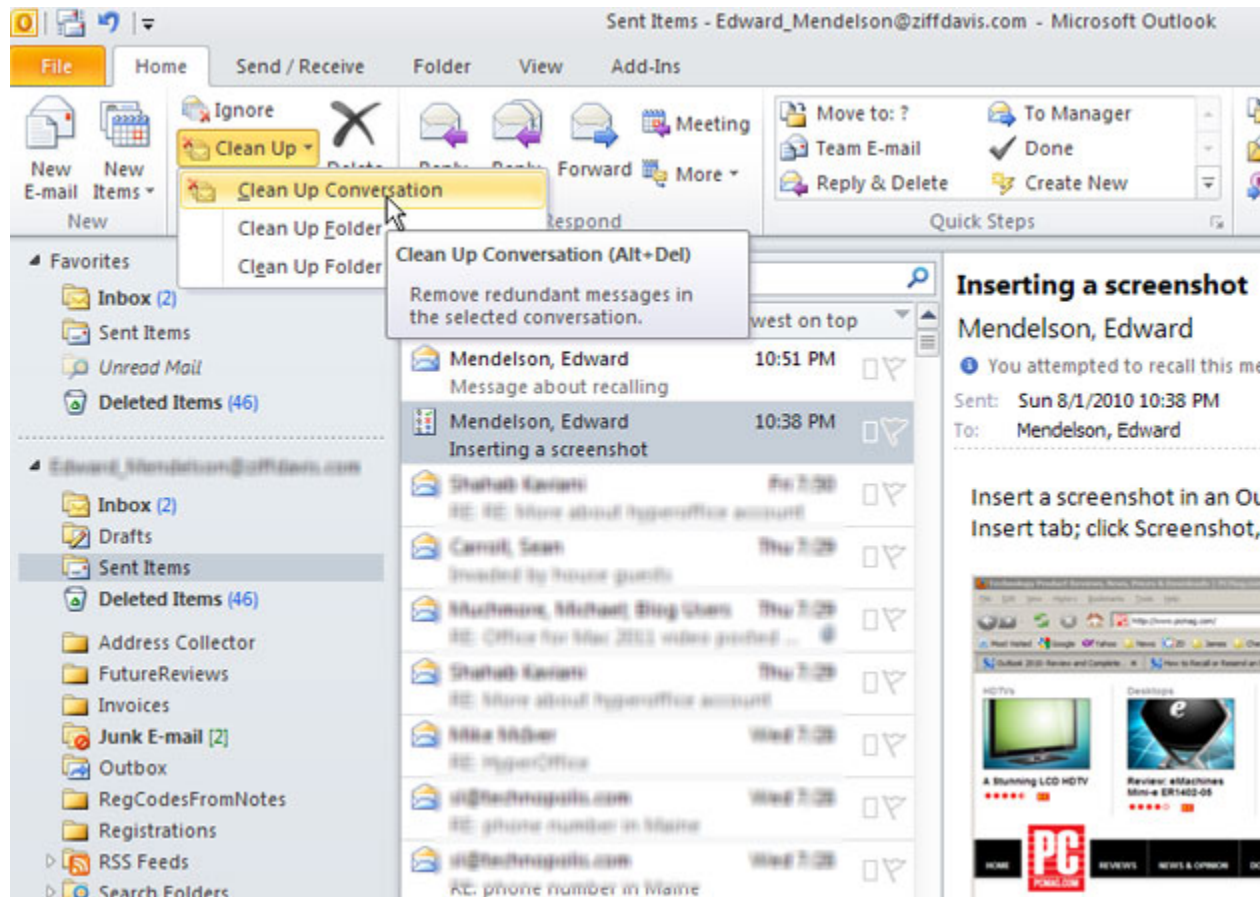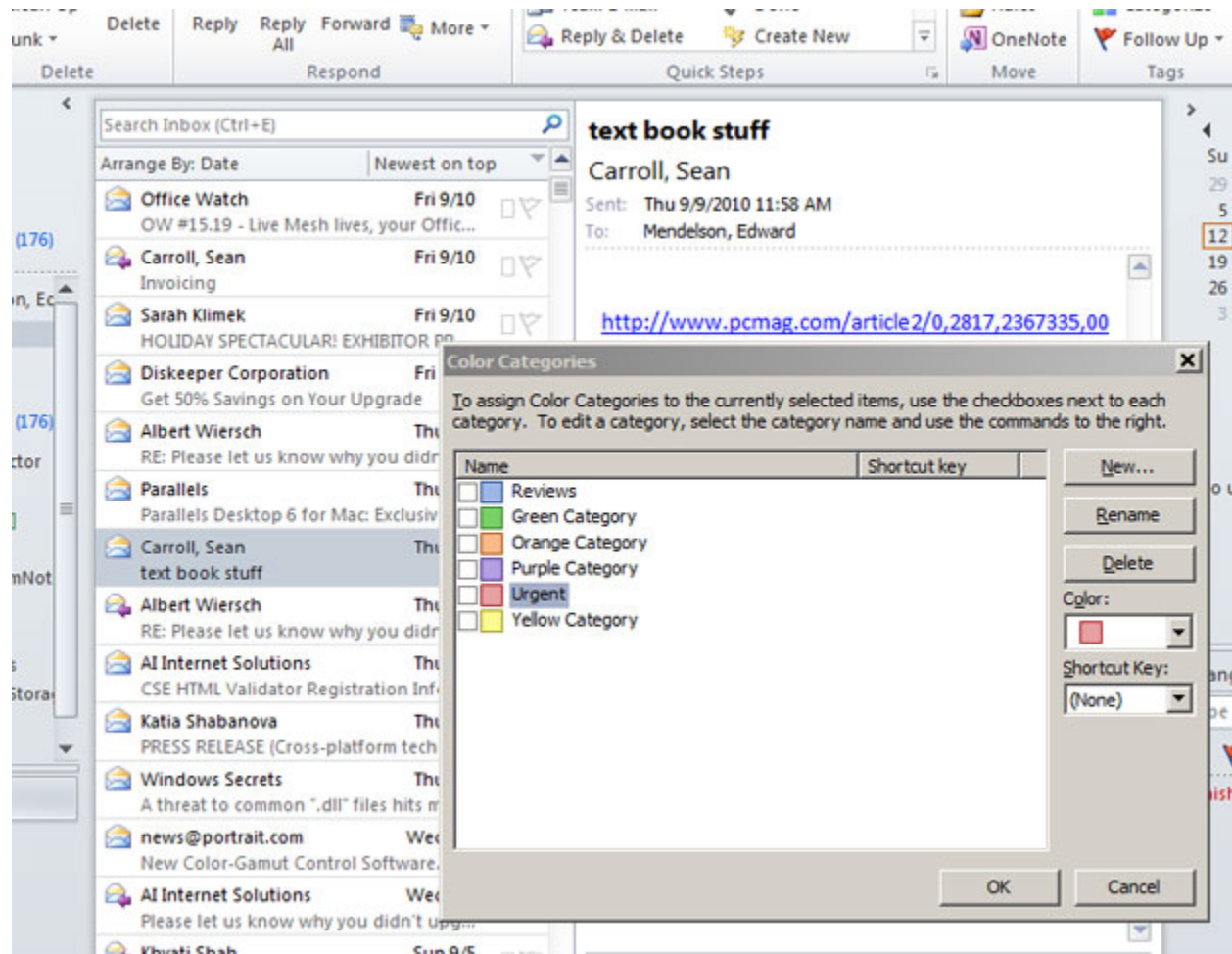
Outlook's new Conversation Clean Up feature is a great time-saver and space-saver, because it can delete a tidal wave of older messages from a conversation while preserving all the information. It does this by checking whether a later message contains the text of an earlier message. If it does, Outlook deletes the earlier message and retains the only the later one (which contains the text from the earlier one). It's smart enough not to delete message with attachments.

To use this feature, turn on the Conversation view by clicking on the View tab, then add a check next to Show as Conversations. Then, to clean up a conversation or a folder, right-click on the message or folder, choose Clean Up Conversation. A dialog box will open with buttons marked Settings and Clean Up. To use the default settings, click on Clean Up.

⊿ Date: Last Week

▷	✉	Kevin ... (3) [AM-COMPADMIN] Apple Authorized Purchaser?	Fri 8/17/201...	127 KB
▷	📎 Cox, Z... (7) [AM-COMPADMIN] Research Group website hosting	Thu 8/16/20...	231 KB
▷	✉	Paul S... (4) [AM-COMPADMIN] PCMall	Wed 8/15/2...	95 KB
▷	✉	Tim Rams... [AM-COMPADMIN] Mobile Cloud Solution	Tue 8/14/20...	75 KB

Clean Up Folder ✕

⚠ All redundant messages in the current folder will be moved to the "Deleted Items" folder.

☐ Do not show this message again

[Settings]   [Clean Up Folder]   [Cancel]

Thu 8/9/201... 45 KB

⊿ Date:

p... Mon 7/30/2... 13 KB

⊿ Date:

| ✉ | Chris Bar... [AM-COMPADMIN] Happy System Administrator's Appre... | Fri 7/27/201... | 15 KB |
✉	Henrik Sc... [AM-COMPADMIN] Need a HP Pavilion DV 6000 power a...	Wed 7/25/2...	13 KB
✉	Paul Stine [AM-COMPADMIN] Using AppleTV with TAMULink for cl...	Mon 7/23/2...	24 KB
✉	Matthew ... [AM-COMPADMIN] Systems Administrator and Lead System...	Fri 7/20/201...	15 KB
📎 Cheryl Cato [AM-COMPADMIN] Data Recovery Recommendations for d...	Fri 7/13/201...	29 KB
▷	✉	Michael F... [AM-COMPADMIN] Phone Phishing Attempt	Thu 7/12/20...	107 KB

Many of Outlook's advanced features—for example, the mobile services described in the previous tip—use the categories that you assign to messages and tasks. By default, these categories are named for the color that appears in a box next to the message item when you assign the message to a category. You should give these categories more-useful names like "Urgent" or "Weekend" or anything else. Rename the categories by going to the Home tab; in the Tags group, click Categorize, then click All Categories… In the dialog that appears, select a color name and click Rename.
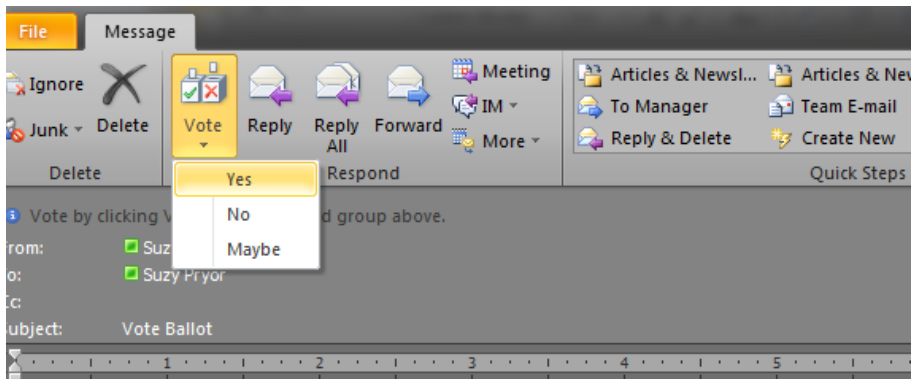
Flag Outgoing Messages
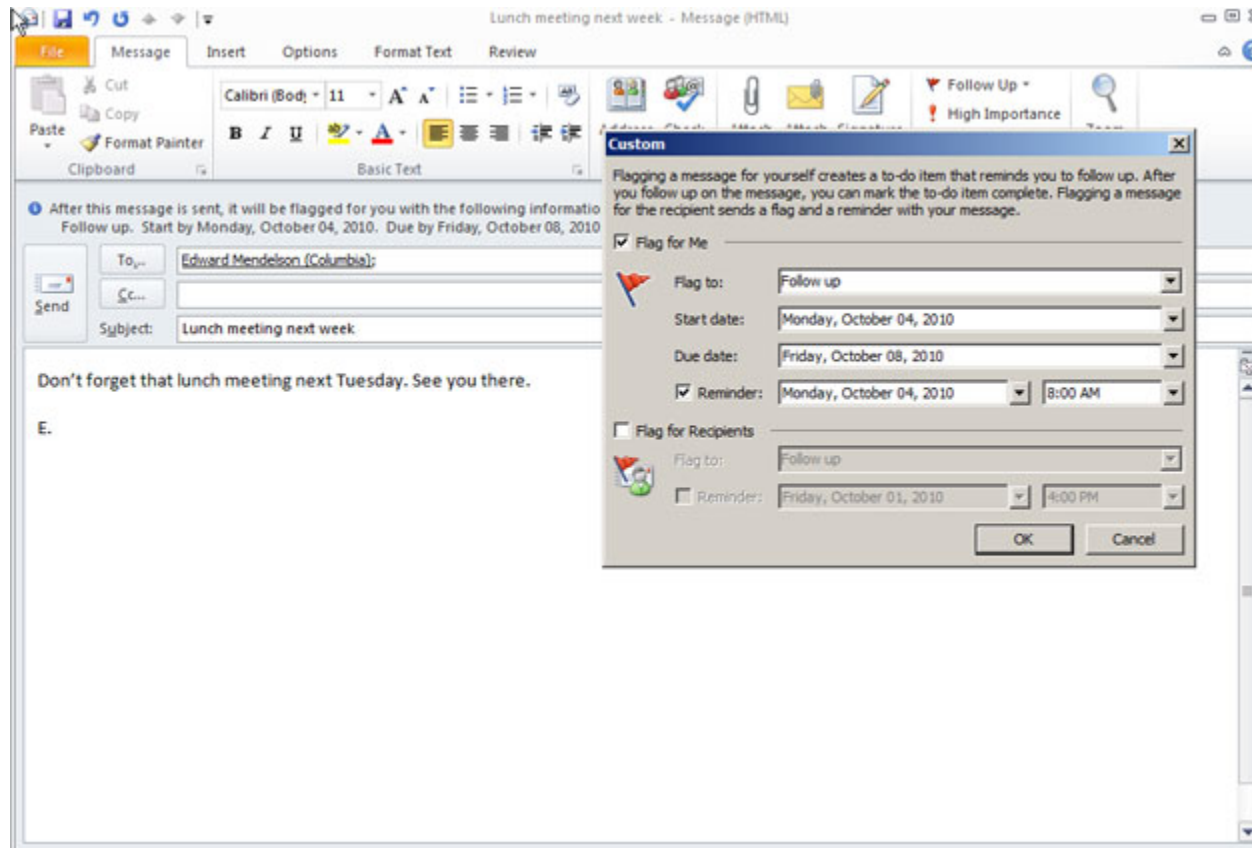
While writing a message, you can create a reminder for yourself to follow up on the message later. With the message editor window open, go the Ribbon's Message tab, and in the Tags group click Follow Up. From the dropdown menu select a time for the follow-up. If you click Custom, the menu shown here will appear and you can fine-tune all details of the reminder.

Add Webpage Shortcuts
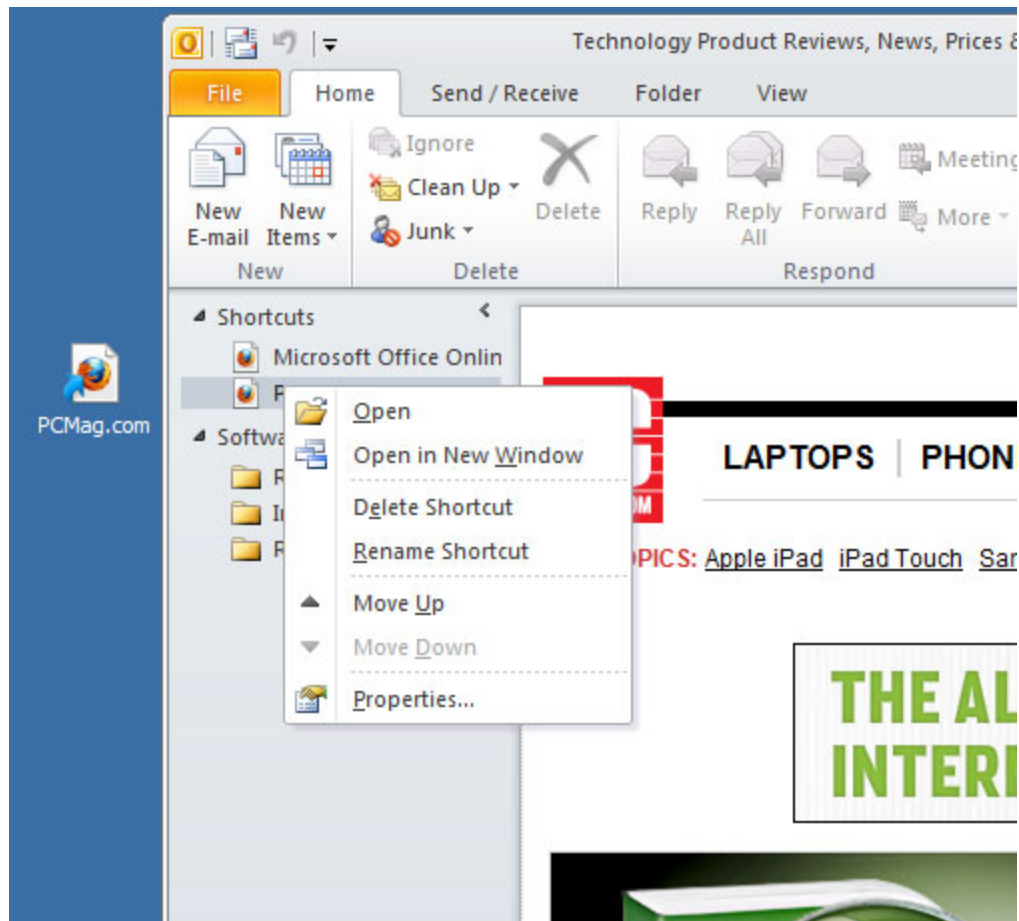
If you visit the same web page often for information you need while writing your e-mail, it's easiest to look at that page in Outlook itself. Create a shortcut for the web page in Outlook's Shortcut list by following these steps. Open the web page in your browser and click on the icon to the left of its address in the address bar; drag that icon to your Windows desktop to create an Internet shortcut. In Outlook, open the Shortcut menu by clicking on the upward-pointing arrow on the Navigation Pane, or by pressing Ctrl-7. Drag your Internet shortcut from the Windows desktop to the word "Shortcuts" in the Navigation pane. Your new Outlook shortcut appears beneath Shortcuts, with its name displayed as its URL; you can give the shortcut a descriptive name by right-clicking on it and selecting Rename Shortcut. Whenever you click on the shortcut, the page displays in Outlook's main window. You can now delete the Internet shortcut from your Windows desktop.