

# Secrets of Great Productivity in Outlook



## Change Views by Sorting

### Change your inbox view and sort by what is important

How to change views?

1) In Inbox > click on Unread: it sorts all unread emails on the top of your inbox 2) Better way: click on the little down arrow next to "Date": look at the number of ways we can organize inbox right here.

Example) you can set to look for emails specially from your boss, click on "From" and look up their name.

## Search Folder

### Prioritize messages that meet certain criteria

Use Search Folders to view messages that meet certain criteria and group them together in one place. Search Folders do not relocate messages nor delete any messages as they are virtual folders.

To create a new one, right click on Search Folder and select New Search Folder (*ctrl+shift+P*).

Select the Search Folder that meet your needs or create from scratch on the "Custom" section.

## Conversation Clean up

### Remove duplicate responses in an email

This command examines every conversation in the inbox for redundant messages. Once Found, these messages are deleted and redundant messages are no longer cluttering your inbox.

Make sure Inbox is selected, on the Home ribbon > in the "Delete" group > click "Clean Up" button.

Using this feature helps us to keep our Outlook folders organized and makes important information easier to find. It is a great time and space-saver.

## Search by Category

### Quickly search for the categorized messages

Using a category search in Outlook helps you stay organized and quickly find information you need.

Click the Search bar to open the Search contextual tab and "Refine" group > click "Categorized".

From there, choose the category you are looking for (or alternatively type in the category in the Search bar).

To create a new one, simply choose your email. On the Home ribbon, click "Categorize" > "All Categories" on the "Tags" group > click "New" and create new category.

## Apply Filters

### Access emails quickly and easily

Access to specific email(s) by the email filter feature based on various criteria and save time scrolling tons of emails.

Select the folder you want to search, any folder, go to the Home tab, under "Find" group > choose "Filter Email" feature.

Criteria can be something like whether it is "Flagged", "Has Attachments", etc.

## Use "@" to get Someone's Attention

### Get someone's attention in an email message by typing @ symbol

If you would like to get someone's attention in an email message or a meeting invite, you can type the @ symbol, followed by their name, in the body of the email message or a meeting invite.

If you do this, not only will their name be highlighted in the message body or invite details, but also Outlook will automatically add them to the To line of the email or the meeting invite. **They will see the @ symbol next to the message in their Inbox.**

## Outlook Rules

### Great way to automate your inbox management

You can process your messages automatically through rules. You can modify a predefined rule or start from scratch as a blank rule.

Easily, go to "File" > "Manage Rules and Alerts" > select "New Rule" [ alternatively: Home, on the "Move" section > click "Rules" ].

Now you can set conditions to move or take any actions based on a specific rule: "look up for a specific word", "if your name is in the Cc box", "if the message is from a contact or group", etc.

Any email that meets the criteria will be sorted into your chosen folder.

## Coloring Emails addressed to You Only

### Automatically change the formatting style of emails

Are you receiving a lot of emails where your reply is not necessarily required?

With this feature, you can force all messages addressed to just you to be formatted in a unique way so that it is easy to know which emails you need to open first.

Go to View > "View Settings":

"Conditional Formatting" > click "Add" > choose "Font" > click "Condition"

Select the desired formatting style for these messages.