Outlook 2016 Tips & Tricks

Shortcuts and timesavers for
your favorite email and calendar app

Applies to Outlook 2016 for Windows
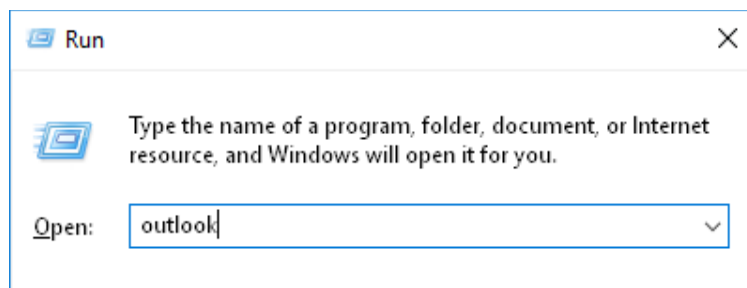
Outlook

1. Get to your inbox fast

Just started up your computer and want to see your inbox right away? Try this.
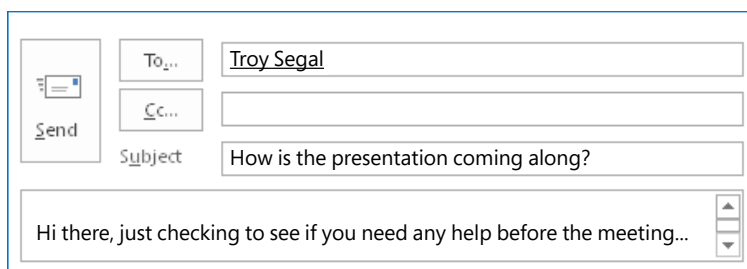
1 Press these keys:

⊞ + R

2 Type **outlook** and then press the **Enter** key.

▣ Run ✕

Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.

Open: outlook

3 When Outlook starts, press these keys to create a new email message:

Ctrl + N

4 Add your recipients, a subject line, and then write your message.

Send

To... Troy Segal

Cc...

Subject How is the presentation coming along?

Hi there, just checking to see if you need any help before the meeting...

2. Stop hunting for attachments

Recently worked on something? Don't search for it — it's likely already on the **Attach File** menu.

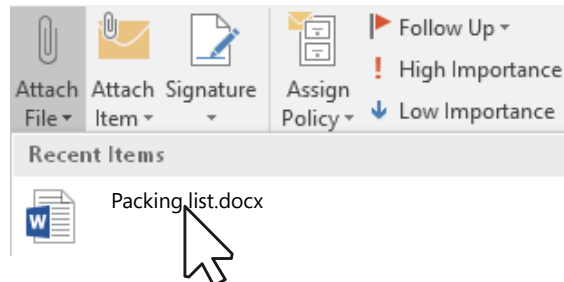**1** Save a file in any app.

2 Create a new message.

$$Ctrl + N$$

3 On the ribbon, click **Message**.

Message

4 Click **Attach File**.

Attach File ▾

5 Select a recently saved file from the list.

Attach File ▾   Attach Item ▾   Signature ▾   Assign Policy ▾   Follow Up ▾   ! High Importance   ↓ Low Importance
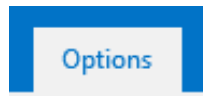
Recent Items

Packing list.docx

3. Where's the Bcc field?

Sending out an email to a bunch of people? Turn on the Bcc field so they can't see the recipients. Nor can they reply to all of the them. Here's how to bring up the Bcc field.

1 Create a new message.

$$Ctrl + N$$

2 On the ribbon, click **Options**.

Options

3 Click the **Bcc** button.

Bcc

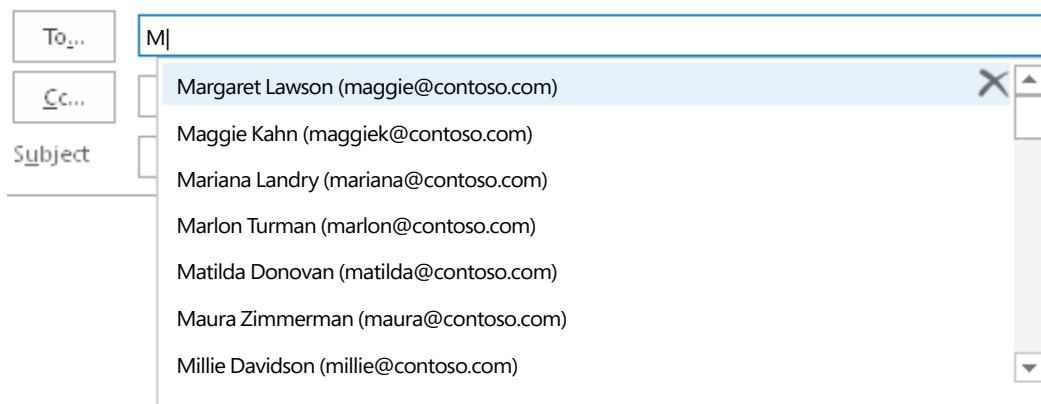**4** The Bcc field shows up.

Send
To...
Cc...
Bcc...
Subject

You're done!

Bcc is sticky! What does that mean? It means that after you show it the first time, it will always show up from that moment on. If you turn it off — that's sticky, too! It will stay off in that case.
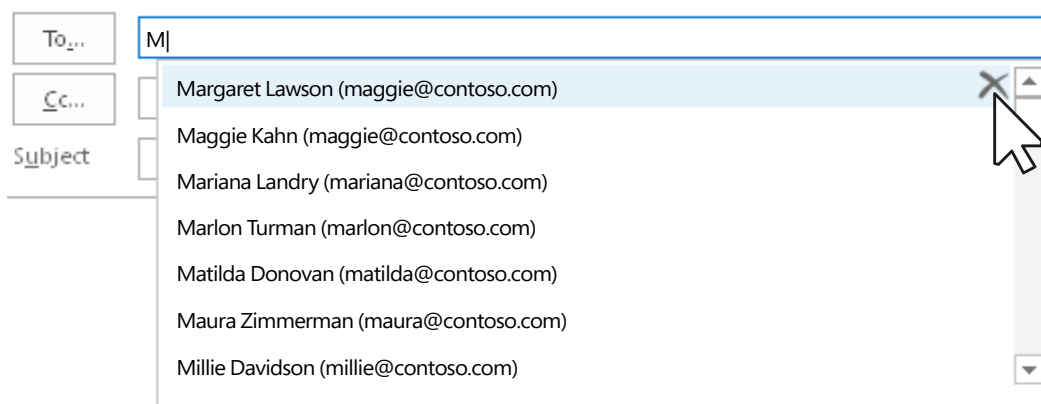
4. Get rid of outdated Auto-Complete addresses

Auto-Complete addresses are handy — except when they're not. Here's how to delete them.

**Start typing a name, and you'll see the Auto-Complete list.**

To...	M|	
Cc...		
Subject		

Margaret Lawson (maggie@contoso.com) ✕
Maggie Kahn (maggiek@contoso.com)
Mariana Landry (mariana@contoso.com)
Marlon Turman (marlon@contoso.com)
Matilda Donovan (matilda@contoso.com)
Maura Zimmerman (maura@contoso.com)
Millie Davidson (millie@contoso.com)

On the right, click the X to remove the address.

To...	M|	
Cc...		
Subject		

Margaret Lawson (maggie@contoso.com) ✕
Maggie Kahn (maggie@contoso.com)
Mariana Landry (mariana@contoso.com)
Marlon Turman (marlon@contoso.com)
Matilda Donovan (matilda@contoso.com)
Maura Zimmerman (maura@contoso.com)
Millie Davidson (millie@contoso.com)

Want to delete all Auto-Complete suggestions? You can. Go To **File** > **Options** > **Mail**. Scroll down to the **Send messages** section. Then either click the **Empty Auto-Complete List** button, or uncheck **Use Auto-Complete** to turn it off.

5. Know when to Delete and when to Archive

The Delete and Archive buttons are next to each other. Here's when to use one versus the other.

Delete VS **Archive**
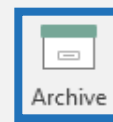
Delete	Archive
How it works	**How it works**
✕ Clicking the Delete button will **get rid of** the message.	⊟ Clicking the Archive button will **keep** the message.
Why it's special	**Why it's special**
☆ It's the good old Delete button! Put plainly, it zaps away your message and eventually it will get deleted for good. (Well, unless you undo or recover it.)	☆ It's a **one-click** way to keep a message. No need to carefully file it into a folder or subfolder. One click, or tap, files it away for safekeeping.
It moves messages to...	**It moves messages to...**
🗀 The **Deleted Items** folder, which you probably empty from time to time. In some cases, your IT department may empty it for you.	🗀 The **Archive** folder. This is just another folder to keep messages.
Does it reduce mailbox size?	**Does it reduce mailbox size?**
ⓘ Using the Delete button **will eventually reduce the size** of your overall mailbox, that is, if the Deleted Items folder gets emptied.	ⓘ No. It keeps things, it doesn't remove them or shrink your mailbox in any way.

6. Lightning-fast shortcuts for search

Need to find someone's message really fast? Try these quick shortcuts.

1 Press these keys:

Ctrl + E

2 Your cursor automatically jumps to the **Search** box.

All ▾ | 🔍 | Current Mailbox ▾

3 Type **Amy** to find all messages containing the word "Amy."

All ▾ | Amy 🔍 | Current Mailbox ▾

4 Type this to find email from Amy.

All ▾ | from:Amy 🔍 | Current Mailbox ▾

5 Type this to find email from Amy that was received this week.

All ▾ | from:Amy received:this week 🔍 | Current Mailbox ▾

6 Type this to find email from Amy that includes attachments.

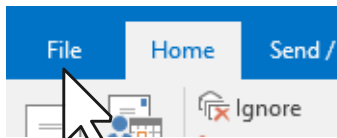All ▾ | from:Amy hasattachments:yes 🔍 | Current Mailbox ▾

7. Set an Automatic Reply for your vacation

Call it what you will: "Vacation reply," "Out of office" message, or "Automatic reply" — here's how to set it up so that people know you're out of the office.
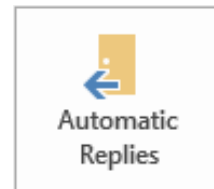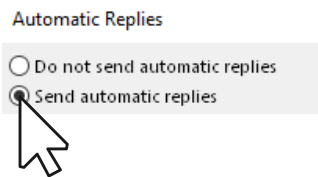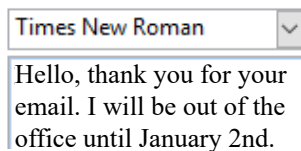
1   Go to **Mail**.
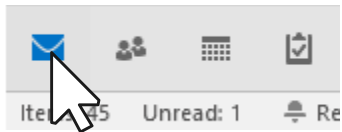
2   Click **File**.

3   Click **Automatic Replies**.

Automatic Replies

4   Click this option.

Automatic Replies

○ Do not send automatic replies
◉ Send automatic replies

5   Type your message, and then click **OK**.

Times New Roman

Hello, thank you for your email. I will be out of the office until January 2nd.

You're done!

NOTE   Not all email accounts allow you to set automatic replies. See https://aka.ms/alternativeAutoReply for workarounds if this feature isn't available for you.

8. Turn a message into a meeting

Got an email thread that begs for setting up a meeting? Here's how to make that happen.

1 Open a message that needs to be turned into a meeting.

RE: Decision???

To   Anne Gaines; Jeffery Groce; Julian Hargrave

I'm trying to think what we should do? Anne, what do you think? Option 2? Jeffery? Thoughts? I'm torn. Julian? Your opinions? I'm thinking there are pros and cons for each...

2 Press these keys:

$$\boxed{\text{Ctrl}} + \boxed{\text{Alt}} + \boxed{\text{R}}$$

3 The message turns into a meeting invitation with attendees. Set your **Location**, the **Start time**, and **End time**. Click **Send** and your meeting is all set up.

ⓘ You haven't sent this meeting invitation yet.

From	robinpruitt@contoso.com	
To...	Anne Gaines; Jeffery Groce; Julian Hargrave	
Subject	We need to make a decision	
Location	Conference Room 1000	
Start time	Mon 6/13/2016	12:00 PM
End time	Mon 6/13/2016	12:30 PM

Send

9. Jump around Outlook with ease
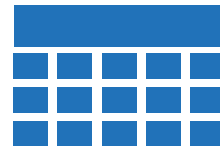
Sometimes you need to be in your calendar, and then quickly switch back to mail. Here are some shortcut keys that can help you do that.

Ctrl + **1**

…takes you to **Mail**.

Ctrl + **2**

…takes you to **Calendar**.

Ctrl + **3**

…takes you to **People**.

Ctrl + **4**

…takes you to **Tasks**.

10. Add a personal signature to messages

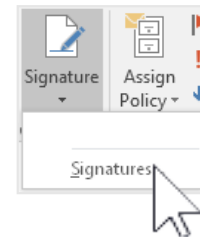Signatures can be fancy, or very plain. Regardless of your style, here's how to create one:
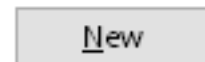
1 Create a new message.

$$Ctrl + N$$

2 Click **Signature**.

3 Click **Signatures...**

4 On the right, choose an email account.

Email account: robin@contoso.com

robin@adatum.com
robin@contoso.com
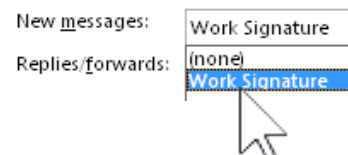
5 On the left, click **New**.

New

6 Type a name for the signature.

Work Signature|

7 Make the signature.

Robin Pruitt
General Manager
Contoso, Ltd.

8 Under **New message**, select your signature.

New messages: Work Signature
Replies/forwards: (none)
Work Signature

11. Change the Outlook colors

When you first install Outlook, it may appear too bright for you. If you want different parts of the Outlook interface to stand out, here's how to pick a different color theme.
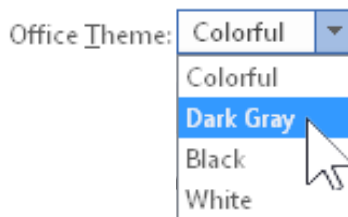
1 Click **File**.

| File | Home | Send / |

2 Click **Options**.

Office Account

Options

Feedback

3 On the right, look for **Office Theme**.

Office Theme: Colorful

4 Select another theme.

Office Theme: Colorful

Colorful
Dark Gray
Black
White

5 Click **OK**.

OK

You're done!

This works across all of your Office apps. Please note that if you change your Office Theme, it will change all of your Office app colors — from Outlook, to Word, to Excel, and so on.

12. Find your *Outlook on the web* address

Your company might provide you with *Outlook on the web.* That's a way to check your work email when you're not at your desk. Here's how to find the web address for it.

1 Click **File**.

| File | Home | Send / |

Ignore

2 Click **Info**, and if your company has Outlook on the web, it will appear there.

Account Settings

Change settings for this account or set up more connections.

◼ Access this account on the web.

https://outlook.office365.com/owa/...

3 Click the link to check it out.

https://outlook.office365.com/c

4 Sign in to see what it looks like.

Work or school account

someone@example.com

Password

☐ Keep me signed in

Sign in   Back

You're done!

Thanks for reading!

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→ Leave us feedback:

at **http://aka.ms/outlooktips-ebook**

Microsoft