Outlook 2016 Tips

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7. Respond to messages inline by default

By default, when you reply to a message, you reply with inline comments within the original message.

- Click or tap Pop out to open a new window for the reply.
- To set the default to use the regular Message editor window instead of in-line reply:
  - Click or tap File > Options > Mail and under Replies and Forwards.
  - Click or tap Open replies and forwards in a new window.
  - Click or tap OK to save.

2. Customize your view of Outlook

Suggested Use:
Outlook helps you focus on what’s important with a clear view of email, calendars, and contacts. It displays a large amount of information in a small space. Organize this space by minimizing or turning off the Folder Pane, the To-do bar and the Reading pane. Customize the toolbar buttons so that the buttons you use frequently will show.

- To customize your view of Outlook, open the Inbox and click or tap the View tab.
- Click or tap the down arrow for the Folder Pane and make a selection for viewing this and then do the same for the Reading Pane.
- Customize the quick Access toolbar by click or tapping the down arrow and checking a command that is listed to make it visible or click or tap More Commands to find commands not listed.
- Use the navigation bar, bottom left, to switch between the main Outlook elements by clicking or tapping the Mail, Calendar, People, Tasks icons for easy navigation at the bottom left above the task bar.

Hover over the Calendar icon to glimpse at your upcoming appointments. To keep your calendar details always in view in a pane on the right, click or tap when the peek window opens.
Click or tap for details about contacts (e.g. phone number, email address, office location, availability) in the People pane.
To change what appears on the navigation bar, click or tap … and select Navigation options …
Change how many items are visible and change the order.

![Navigation Options dialog box]

- In the message list, click or tap All to view all your messages.
  Click or tap Unread to focus on messages you haven’t read yet.

![Message list]

- In the Folder Pane (left), right-click a folder name to rename it.
- Drag folders to move them to support the way you work.
- Bing Maps, Suggested Meetings, Unsubscribe and Action Items are Outlook apps that are installed by default and they are enabled. These automatically appear in a gray bar near the top of the message, when you open an email message where the app is activated. They allow you to do and see more without leaving your mailbox.

  For example, click or tap Bing Maps in the gray bar on an email message when an address is listed in an email and it will generate a map of the area in the address.
To disable an app:
- Log into eMarq/Outlook on the Web.
  Open a browser and navigate to https://portal.office.com
  Click or tap the Mail icon shown right to access eMarq.
- Click or tap the gear icon (top right), then click or tap Mail.
- Click or tap General > Message add-ins.
- Click or tap the name of the app, and then uncheck Turned on.

Change the weather bar in the calendar to show the weather in the location of your choice.
- Open your calendar and click or tap the down arrow next to the Weather Bar city.
3. **Send a Blind Carbon Copy**

*Suggested Use:* Use Bcc to prevent the person who receives the email from seeing the other recipients of the message. When you send a message to a large group of people, you may want to keep the recipient list private by sending the message to yourself with a blind carbon copy to each of the recipients. That way the recipients’ email addresses are not shared with every member of the group. This helps to curb the unnecessary use of Reply All and reduces the risk of the list of email addresses being used for spam.

- Open the message you want to send with a blind carbon copy.
  Or, to create a new message, click or tap the **Home** tab on the ribbon > **New Email**.
- Click or tap the **Options** tab on the ribbon > **Bcc** in the **Show Fields** group.
- Enter the email address of the person you want to send a blind carbon copy to in the Bcc… text field and recipients on the To or CC line will not be able to see that a blind copy was sent. The email address(es) entered in the BCC field will be hidden from the other message recipients.

4. **Create Rules**

*Suggested Use:* Use rules to move messages with a particular subject line into a specified folder, or to have Outlook alert you when you receive mail from a particular person or concerning a particular topic.

- Click or tap **File** > **Info** > **Manage Rules and Alerts**, and **New Rule**.
- Select the type of rule you want to make in Step 1. Click or tap **Next**.
• Specify the criteria in Step 2, and click or tap Next.
• Select the conditions you want to apply and proceed with the wizard.
• Click or tap Finish and the rule will be applied.

Use ProofPoint to block spam and malicious links.
5. **Use Autocomplete**

**Suggested Use:**
As you begin typing an address in the “To…” box, AutoComplete finds a match and suggests names or email addresses as you begin to type them. This allows you to quickly enter an address you use frequently. All names beginning with that letter will appear. You may want to remove a name that you used once, but no longer want to show as an option on the list of suggested names.

- When the shortcut menu displays, use the arrow key to select the name you want and press **Enter** on the keyboard.
- Use the arrow key to select a name you want to delete. Press **Delete** on the keyboard to delete an entry from the AutoComplete Cache.

6. **Delegate access to your calendar**

**Suggested Use:**
You can share your default Outlook calendar with other people, or you can create a calendar folder with additional calendars you want to share. You can give other users permission to modify events and appointments in the calendar.

- Under My Calendars in the Navigation pane, click or tap to select the calendar you want to share.
- Select **Share**. Right-click and > **Calendar Permissions**.

   ![Calendar Permissions](image)

   **To add or remove users, and determine their permission level:**

   - To add a delegate, click or tap **Add**.
     A global address listing will appear. Type in the person’s name, click or tap **Add**. Click or tap **OK**.
   - Select the permission level you would like the individual to have.
   - Click or tap **OK** to save
7. **Mark an item on your calendar as private**

**Suggested Use:**

You can mark an item on your calendar as private so that other people who have permission to access the calendar cannot see the details of a particular event.

1. Open your calendar in Outlook.
2. Double-click or tap an event or meeting on the calendar to open it.
3. Click or tap the **Meeting** tab on the ribbon and click or tap **Private** on in the **Tags** group.