



Some Microsoft Outlook Tips

Work smarter and improve your productivity.

- **Use the "Quick Steps" feature** to create custom actions that can be applied to multiple emails at once, such as moving emails to a specific folder or flagging them for follow-up.
- **Use the "View Switcher"** to quickly switch between different views of your inbox, such as "Unread Mail" or "Flagged Items."
- **Use the "Conversation View"** to group together all emails in a conversation and see the entire history at once.
- **Use the "Focused Inbox" feature** to prioritize important emails and declutter your inbox.
- **Use the "Tell Me" search feature** to quickly find and use specific features in Outlook.
- **Use the "Clean Up" button** to remove duplicate emails from a conversation or folder.
- **Use the "Undo" button** to quickly revert any actions you have taken in Outlook.
- **Use the "Quick Access Toolbar"** to customize a set of frequently used icons that can be accessed from any Outlook screen.
- **Use the "Outlook Options" menu** to customize and personalize your Outlook settings.
- **Use the "Delay Delivery" option** to schedule emails to be sent later.

