

10 good tips to help you work more efficiently on Outlook

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1. General shortcuts

The daily work that you have to interact with Outlook is just compose a new mail, reply email, reply to the email for everyone, and forward. To help save valuable time, you can use keyboard shortcuts:

Ctrl + R: reply to email

Alt + R: answer all in the email or switch to the calendar view.

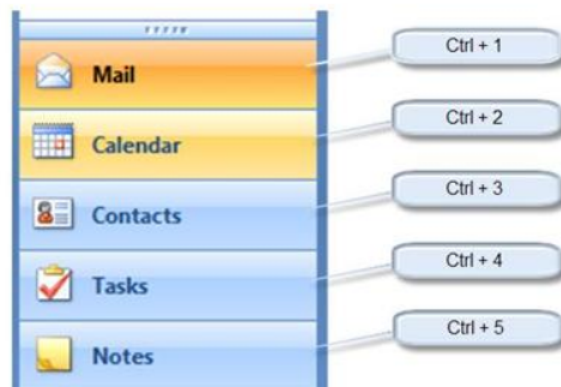
Alt + W: forward email or switch to weekly calendar view.

Ctrl + M: F9 to send / receive all.

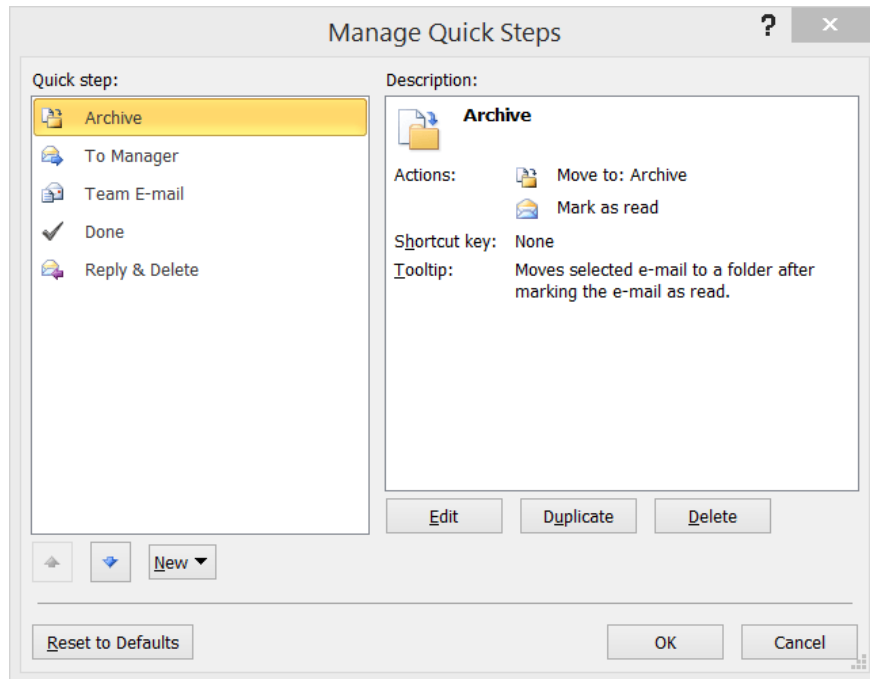
Alt + S: Send email.

Ctrl + G: open "To date" dialog to jump on any date in the calendar.

Alternatively, you can switch between mail, calendar, contacts, and other items in the navigation window by pressing **Ctrl + [item number of items]**.



2. Take advantage of Quick Steps in Outlook



Quick Steps is a feature introduced by Microsoft in Outlook 2010. You can use these shortcuts to move emails to a specific folder and mark read messages or forward emails and mark emails together, a time.

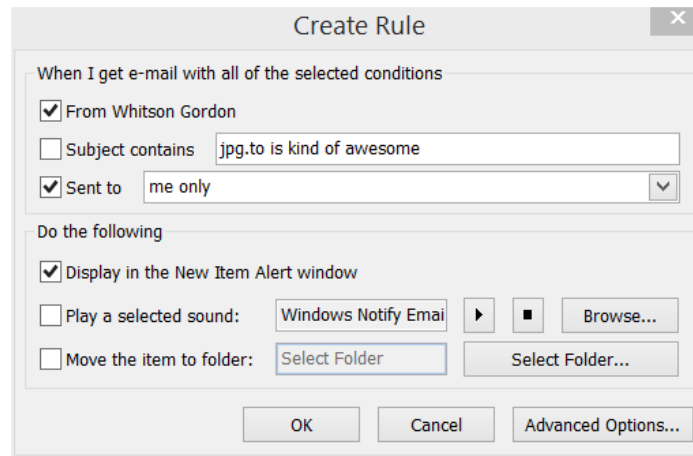
3. Create a new item from the clipboard

Copy any text or text from your Clipboard, then in Outlook press Ctrl + V. Outlook will create a new mailbox (or note or any other item, depending on the message The item you are viewing) has the text, the text you just pasted.

4. Limit notifications on the Desktop screen, only receive important email notifications

Sometimes receiving email notifications and emails can distract you, but you still want to receive notifications of important messages. On Outlook you can set up important email and mail notifications.

First, turn off the notifications on the Desktop screen in the **Mail Options** section, then create Rule on Outlook that only receives mail notifications, emails from a specific person are sent to you.



5. Flag the message

Users can use the **Flag for Follow Up feature** to flag emails, messages and tasks to help sort them or mark them.

Flags will prompt you to follow a problem, indicate someone's request or set a reminder for a message, contact. They can also organize email folders very easily because you know exactly what to do and when to do. Note that when a user creates a task and sets an expiration date for that task, the task is automatically flagged so that you do not forget the expiration date of the task and complete it well.

6. Receive emails that are not sent directly to your inbox

One of the helpful tips for you is to use the "Inbox - CC" folder to select all emails that are not sent directly to you. Accordingly, the inbox only focuses on the most important emails.

Go to **Rules> New Rules** . Then click on the **Advanced Options** option. In the Rules Wizard select **Where my name is not in the To box** . On the next interface select **Move it to the specified folder**.

Alternatively you can set up a VIP email folder (important email) and move "email only to me" (emails sent only to me) into a specific folder.

7. Use email templates (templates) so you don't have to write the same email twice

For emails that you send often, such as asking for information or reminding due bills, you can save emails as templates so that the next time you don't have to write the same email by choosing **File> Save As .> Outlook template**.

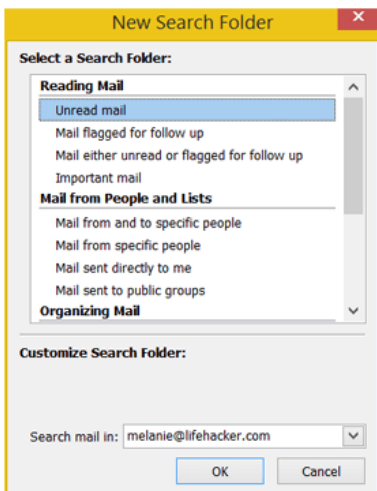
If you want to use templates, select **New Items> Select template** . and look in the **User Templates in File System section** to find the template you have saved.

Or the faster way is on Windows Explorer, double click on the **OFT** file to create a new message from that template (template).

8. Create a directory to find the most important emails

What is the email you access most often? Probably the boss's email or someone important to you. To search for important emails, you can create a separate search directory.

Click **Search Folders** in the Navigation menu in the left pane, select **New Search Folder** , then follow the instructions on the screen or you can set your own custom.



9. Use natural language to create meeting schedules

Don't waste time groping for numbers in your appointment or meeting schedule .

You can type in natural language (must be in English) on the date frame, for example: three days after tomorrow. Outlook will automatically find the right date for you.

10. Save Outlook notes, events, . on the Desktop screen for quick access

Not only can emails in Outlook be saved to the Desktop, you can save events, meeting schedules, notes, your name . on the Desktop or a Windows folder (personal folder term) to access later.

Double-click the items (even if Outlook is not open), immediately the items you save will be opened in Outlook.

You can refer to some of the following articles:

1. Basic steps to backup Outlook data

2. **Tips or troubleshooting connection problems on Outlook**

3. **Add Gmail account to Outlook 2010 with POP**

Good luck!

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