

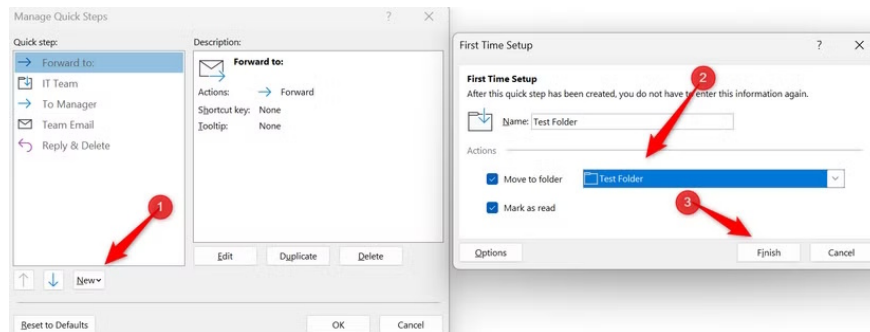
6 ways to speed up email management in Outlook

Outlook has several useful hidden features that can make managing your emails simpler, from sorting and replying to organizing emails. This article will guide you on how to speed up your Outlook email management.

Managing emails in Outlook can sometimes be troublesome for users when emails arrive more frequently than expected. However, Outlook has some useful hidden features that can make email management simpler, from sorting and replying to organizing emails much faster. This article will guide you on how to speed up Outlook email management.

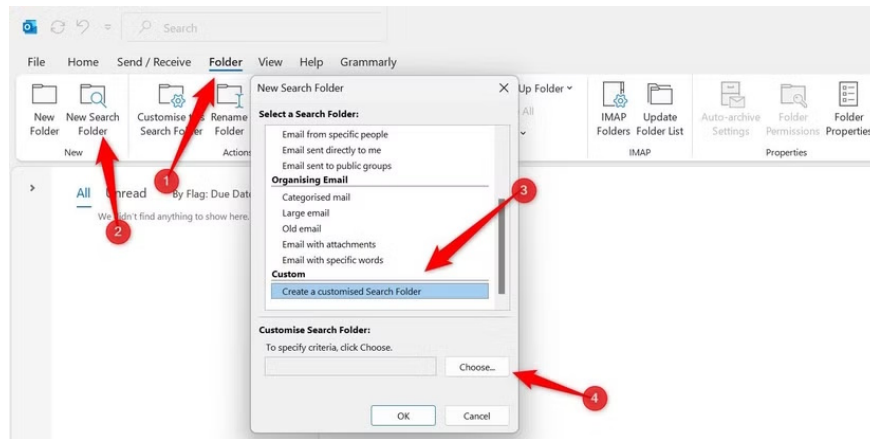
Automate repetitive tasks with Outlook Quick Steps.

On the Home tab, click **the arrow under the Quick Steps group**, then select New, choose the actions you want to automate, and use Custom if you want to create your own workflow.

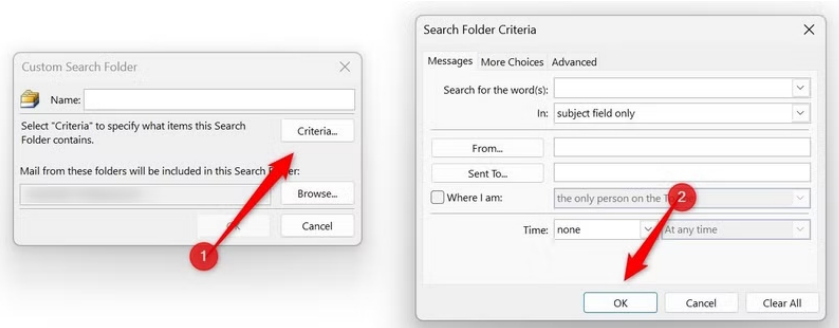


Access important emails with the search folder.

You can create a searchable folder that displays all unread emails while keeping them in the root folder. To use this feature, first use the search bar to define and check the criteria you want.



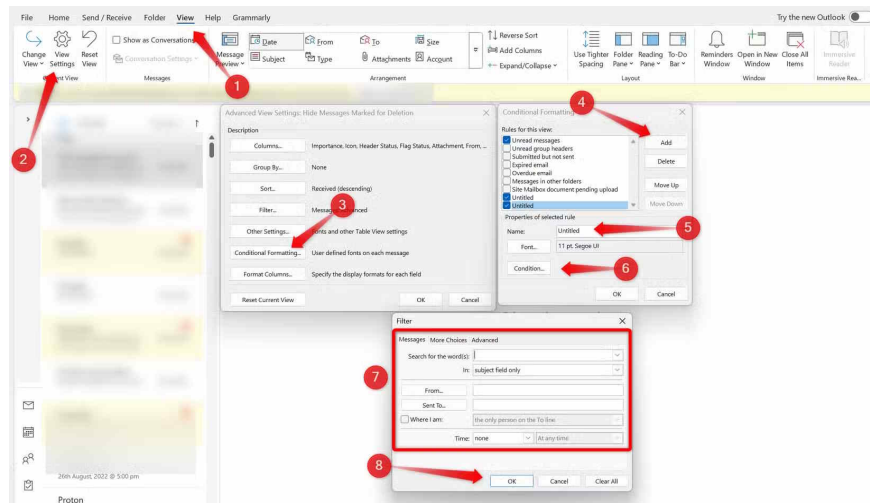
Next, go to **Folder > New Search Folder** , select **Create a customized Search Folder** , and click **Choose** . Name the folder, click Criteria to set the conditions, and you're done.



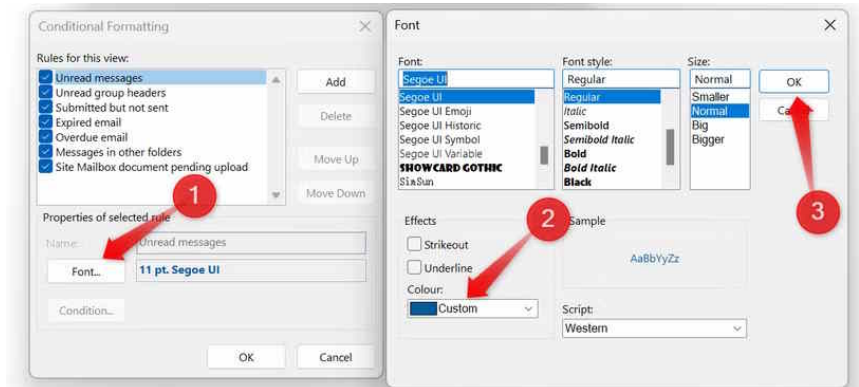
Track emails using color coding.

Not all emails in your inbox are equally important. When all those emails get mixed up, color coding helps you organize them visually and easily.

To color-code emails from a specific sender, go to **the View tab** , click **View Settings** , and select **Conditional Formatting** . Click **Add** , then enter a name for the rule and **select Condition** . Set the criteria for the rule and click **OK**.

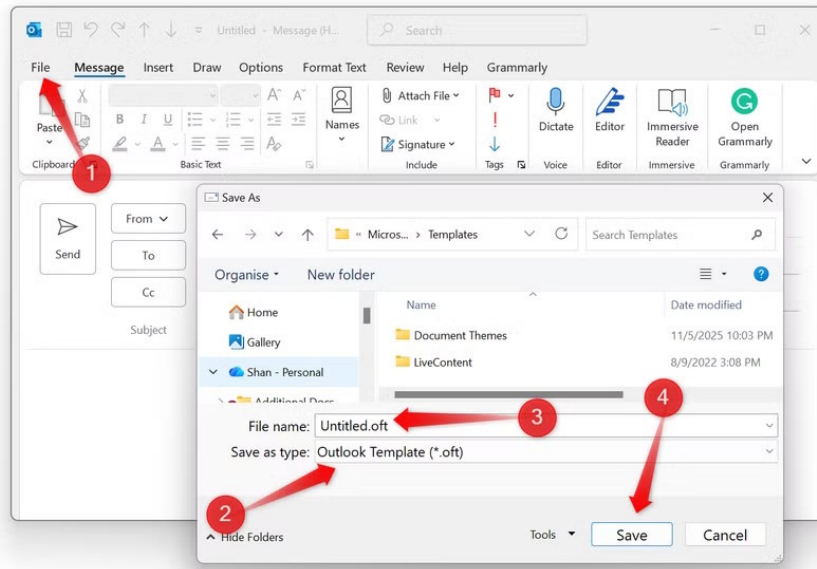


Next, **click on Font** to choose how the emails will be displayed to comply with the rules.

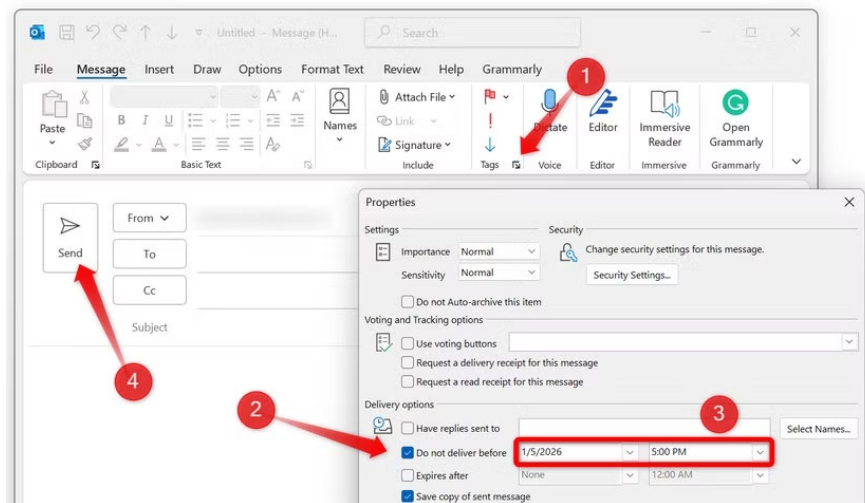


Use templates and schedule emails.

To create a new email, go to **File > Save As**, select **Save as Type**, choose **Outlook Template**, and name the template to save it.



If you procrastinate replying to emails and then forget, you can use the Send Later feature to schedule it. Compose your message, click the arrow in the Tags group, select Do Not Deliver Before, choose a custom date and time, and send.



Make the most of keyboard shortcuts.

Outlook supports a range of keyboard shortcuts that can save considerable time. From replying to messages to organizing emails, a few keystrokes can replace multiple mouse clicks and menu navigations.

1. 6 useful Outlook keyboard shortcuts you can use every day.

Use search queries

Even with organized folders and established rules, finding a specific email can still be time-consuming. To find emails faster and more accurately, use targeted search queries.

For example, using `from:abc@outlook.com` or `to:abc@outlook.com` will filter messages sent by or to a specific person, `hasattachments:` will only show emails with attachments, `received:this month` narrows the results down to emails received in the current month, and `subject:meeting` helps you find messages related to meetings.

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