

Discover 6 features of Outlook mail

Microsoft Outlook is currently a popular and widely used mailbox in many companies because of its ease of use and great management tools.

Outlook also increases the efficiency and productivity of many office workers. But have you really optimized this 'magic' mailbox?

1. Filter important emails into separate folders

To avoid missing important emails, follow File> New> Search Folder and click 'Create a custom Search Folder'. You can personalize the folder by naming it in the Customize Search Folder box and then clicking the Choose button to add other conditions to your folder. After clicking Ok, your mailbox will appear at the bottom of the list on the left. Every day you just need to check through this mailbox to not miss any important emails from customers.

2. Get ready email time

If you are an office worker working hours but you have outside emails that need to be sent within this time frame, or your job requires sending emails at a fixed time, you can choose to Outlook emailing feature. Click the Options tab and select Delay Delivery. In the Do not deliver before section, select the date and time to send the mail and close the reset box. You only need to press Send but your email will arrive before the time it takes to set up.

3. Filter your mail faster

You can organize groups of messages by date or organize them into a Conversation for easier tracking of work progress. To enable Conversations, on the View tab, in the Conversations group, check the Show as Conversations dialog box. Emails with the same subject will be grouped into a Conversation. You can reduce the size of a Conversation with the Clean Up feature, which helps to delete duplicate messages in the Conversation.

4. Reduce email with spam filters

When the volume of emails is overloaded, the appearance of junk mail will make you extremely uncomfortable and make your mailbox more cluttered. To avoid this situation, use the Outlook Junk Email filter to move emails that are flagged as junk files into a separate email folder in the mailbox. You can then look through the contents of this folder to make sure that no valid email was sent to it before deleting it.

5. Flag the email content

With the Flag for Follow Up feature, you can flag emails and actions to help categorize them or flag them. Flags make it easy to categorize, track and remind you of tasks you need to do to make sure things are on track. Be mindful of setting an expiry date when creating an action, which will automatically be flagged so that you don't forget the expiration date and complete it more efficiently.

6. Compose and send automatic leave replies

Are you on a business trip, on vacation or you're having a period of time when you can't arrange regular Outlook checks? Prepare an autoresponder email to notify your absence to those who send mail during this time. Click the Setting gear icon in the right corner to open the settings menu. Check Send automatic replies. If you select Send replies only during this time period, you need to specify the start time and end time. At that time, automatic feedback will only be sent in the period you specified. Then you just need to enter the message and Ok to complete the email automatically. If you want to turn off this feature, select Do not send automatic replies.

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