



## Outlook: Are You Using These Two Time-Saving Shortcuts?

### **CONTACTS (PEOPLE) TIP (Contacts is now PEOPLE in the latest version of Outlook (2016)).**

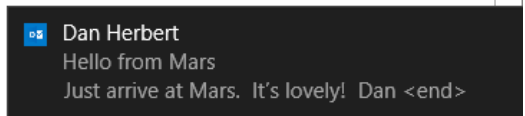
If you need to create multiple new contacts – from the same company:

1. Create the first contact, including: company name, website and business phone number.
2. Instead of clicking SAVE (yet) – click the bottom portion of the SAVE & NEW button, and choose CONTACT FROM THE SAME COMPANY.
3. A new contact/people form will appear – already populated with the same company name, website and business phone number as the contact you just entered. Sweet.

### **MAIL TIPS**

What a productivity killer: to keep getting distracted by email notifications for every single piece of email that arrives – especially when you're only CC'd or spammed in many of them.

So – set up a RULE to limit desktop notifications to only emails sent DIRECTLY TO YOU:



1. First, turn off your desktop alerts:
  - a. Click the FILE tab – and choose OPTIONS – then select the MAIL category.
  - b. Down in the MESSAGE ARRIVAL section – uncheck DISPLAY A DESKTOP ALERT.
  - c. Click OK.
2. Now, turn ON notifications for mail that is sent to YOU only:
  - a. On the HOME ribbon – click the RULES button – then CREATE NEW RULE.
  - b. At the CREATE RULE window, check (✓) the SENT TO option and choose ME ONLY.
  - c. At the bottom-right corner – click the ADVANCED OPTIONS button.
  - d. At the RULES WIZARD – click NEXT (to advanced to the SELECT ACTIONS list).
  - e. Scroll all the way down – and check (✓) DISPLAY A DESKTOP ALERT window.
  - f. Click NEXT twice – then click FINISH.
  - g. Click OK to clear any (mundane) warning message.

### **CHANGE THE FONT SIZE OF THE OUTLOOK MESSAGE LIST**

That font is getting smaller every year!

1. With your INBOX folder selected – click the VIEW tab – then click VIEW SETTINGS.
2. Click the OTHER SETTINGS button.
3. Click ROW FONT button – and choose a bigger size – then OK.
4. To make COLUMN HEADINGS bigger – click COLUMN FONT - choose a bigger size – then OK.