

## 1. **Creating Email Templates**

- Can add in the recipients and subject line
- Create your message and save as template (Outlook Template)
- Access and create Templates from Message Ribbon

## 2. **Quick Parts**

- Create a new message and add desired text
- Insert that text to your emails and navigate to Insert → Quick Parts

## 3. **Signature Templates**

- Navigate to 'Get Signature Templates' and download from the Email signature gallery
- Select from pre-made signature templates and fill in with your information
- Insert your own pictures

## 4. **Career Saver Rule**

- Create a mail rule to defer delivery by a set amount of minutes
- Create additional rules to apply to specific emails you send or receive

## 5. **VIP Rule**

- Create a rule to receive a notification when you receive a new email from a specific email address
- You'll receive a 'New Mail Alerts' with the option to open the new email or close the notification

## 6. **Achieving Inbox Zero**

- The 4 D's – Do It Now, Delegate, Defer, Delete
- Use Quick Steps
- For example, can select reply and delete or create your own

## 7. **The Boss Rule**

- Make specific senders stand out in your inbox - use Conditional Formatting
- Select the font size, type and colour

## 8. **Have Outlook Text Your Phone**

- Send a text message to alert for specific senders and emails
- Create an Advanced Rule
- Find your cell phone provider's email address [here](#).

## 9. Passive Aggressive Email Tips

- Add a flag for follow up in your outbound emails
- Create a custom Add Reminder after selecting the Flag icon

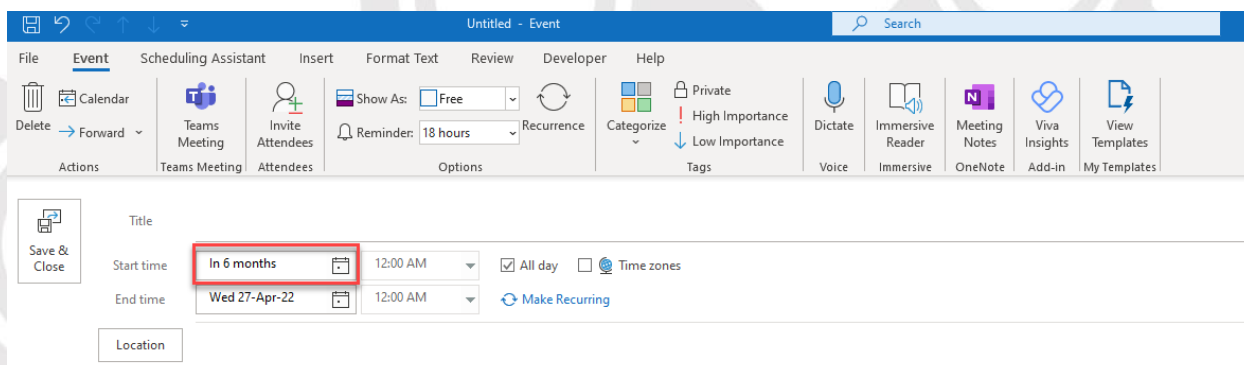
## 10. Create a Calendar Event from an Email

- Drag the selected email to your Calendar tab
- An appointment will pop up where you can further customize your event

### Bonus Tips:

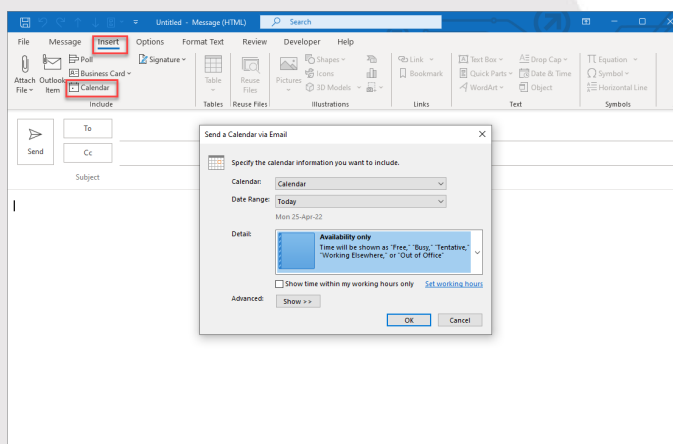
#### 1. Use natural language on your Outlook Calendar

When creating an Outlook calendar entry, instead of typing an actual Start Date and End Date, you can use natural language such as “in 7 weeks”, “second Monday in July”, “Christmas” and Outlook will figure out which date to plug in.



#### 2. Email a copy of your calendar to anyone

Start a new email and choose Insert → Calendar. You can then choose the date range and how much information you want the person on the other end to receive. This will insert a copy of your calendar into the email message.



### 3. Use shortcut keys to change how many days you're viewing on your calendar.

**Alt 1, Alt 2, Alt 3 etc:** Set the calendar view to display that many days

**Alt - (minus symbol):** Display the calendar in week view

**Alt = (equals symbol):** Display the calendar in month view

Catch the [Replay](#) or browse our [free resources](#). Ready for the next step? Register for [Outlook Level 1 \(Basic\)](#) and [Outlook Level 2 \(Advanced\)](#) today!

