Quick Tips & Tricks

<u>**Important**</u>—You must use SEMICOLONS (ie;) to separate email address when sending mail to multiple users

Customize Mail View
Click, "View", and then highlight "Current View"
Click, "Customize Current View".
Choose, "Sort" to change the way the incoming mail is listed.
Choose, "Other Settings" to change the Reading Pane to the bottom.
Click, OK
Click, OK to exit the "Customize View; Messages" window

Show ToolBars
Click, "View"
Point to "Toolbars"
Click on "Standard", "Advanced" or "Web" to add or remove the checkmark.
If Checkmark is showing, the tool bars is already showing

Turn Off Auto Archive
In Outlook, click on "**Tools**", and then "**Options**"
Click the "**Other**" tab, and then click the "**AutoArchive**" button.
Remove the Green check in the box next to "**Run AutoArchive every ## days**"

Create a Signature
Open a New Message window
Click the "Insert" tab
Click "Signature" and then "Signatures"
Click "New"
Name the Signature, click "OK"
Type your signature in the "Edit Signature" area
In the "Choose Default Signature" area, choose the desired signature for "New messages" and "Replies/forwards"
Click "OK"

Add the "Bcc.." & "From" to your mail message window

Open a **New Message** window.
On the Ribbon, click, the "**Options"** tab
Click, "**Show Bcc"** and/or click "**Show From**".

Templates and Drafts

Create your template or draft from a **New Mail Message** window.
Click the **Office Button**, and then **Save As…**
Choosing "Save" will save the Draft to your "Drafts" folder
Choosing "Save As" will allow you to save in another format and/or to another location.
At the "**Save as type:"** click the drop-down arrow to save as an Outlook **Template** or an Outlook **Message**
At the "**Save In:"** Choose the location by clicking the drop-down arrow

Set to Open to Default email Client

Open **Internet Explorer**
Click on "**Tools**", and then "**Internet Options**", Click the "**Programs**" tab. Click the drop-down to the right
of "**E-mail:**"
Select "**Microsoft Office Outlook**", and then click "**OK**"

Set Outlook as the Default E-mail Client

Open Outlook
Choose "**Tools**", and then "**Options**". Click the "**Other**" tab.
Under "**General**", click inside the box to the left of "**Make Outlook the default program for E-mail, Contacts and Calendar**". Click "**OK**".

Compacting Local Archives

Open Outlook
Click "**Tools**"
Click "**Account Settings**"
Click the "**Data Files**" tab, and then select the **AnyArchive.pst** that you want to Compact
Click "**Settings**"
Click "**Compact Now**"

View Calendars in Overlay Mode

Click, "View"
Click, "View in Overlay Mode"
To overlay more than two Calendars, click on the arrow next to the tab of the person's calendar next to their name

Disable Calendar Alerts

Click, "Tools", and then "Options"
At the "Preferences" tab, under "Calendar"
Uncheck the box next to "Calendar Reminders"

Change the "Reminder Time" on a single appointment

Click, "New" or the "New" button, drop-down arrow.
Click, "Appointment"
On the "New Appointment Ribbon", Appointment tab", "Options" chunk, click, the drop-down arrow next to the textbox at the right of the gold bell. Click the time you desire from the list.

Change the Default "Reminder Time"

On the "Tools" menu, click "Options"
On the" Preferences" tab, under "Calendar", you'll see the "Default reminder" check box and the box that says "15 minutes".
To change the automatic reminder time, click the arrow next to "15 minutes" and then select the time you want.
Click "OK" to close the "Options" dialog box.

Make a "Recurring Appointment"

Create a new entry or double-click to open an existing one.
On the "Appointment" tab, click "Recurrence"
In the "Appointment Recurrence" dialog box, set the Appointment time, Recurrence pattern and/or Range of recurrence.
Click "OK" and then click "Save and Close"

Organize with Colors

Right-click a calendar entry, point to "**Categorize"**, and click a color.
If this is the first time that the color has been used, you'll see a dialog box asking you to rename the category.
In the "**Name"** box, type a name for the category, and then click "**OK"**
You can add New Color and Categories by choosing "**All Categories**" and then "**New**"

Sharing Your Calendar

Right click on "**Calendar**" in the **Navigation Pane** and then choose "**Change Sharing Permissions"**
Click "**Add**".
Highlight the name of the person you wish to share your calendar, click "**Add**" and then "**OK**".
Choose the "**Permission Level**", and then click "**OK**".

After you access a shared Calendar for the first time, the Calendar is added to the Navigation Pane. The next time you want to view the shared Calendar, you can click it in the Navigation Pane.

**Notes
You can open only the default Calendar. Even if a person has created an additional calendar, you can open only the default Calendar.
To remove a calendar from the **Other Calendars** list, right-click the calendar, and then click **Remove from Other Calendars**.
The owner of the calendar items controls who can see the items and change them.
You can view up to 30 calendars in side-by-side mode in Calendar view. However, custom view settings on your calendar may not be displayed correctly if you use this mode. To ensure that your custom view settings are displayed, right-click any calendar in the list of shared calendars, and then click **Open** on the shortcut menu. The calendar will open, and any other open calendars will close. The view settings for the selected calendar will be in effect for the current calendar and for any additional calendars that you view subsequently in side-by-side mode.

Open a Shared Calendar

If the Calendar that you wish to open in not showing in the Navigation Pane under
"**People's Calendars**",click, "**Open a Shared Calendar**"
Click, "**Name**" to view from a "**Global Address List**"
Choose the Name from the list. Click "**OK**"

Change the "Time Scale" of your Calendar

In **Calendar**, right-click a blank area in the calendar grid
Click "**Other Settings**"
In the "**Format Day/Week/Month View**" dialog box,
Under "**Day and week**", in the "**Time Scale**" list, click the grid interval to show in the calendar

Change the Font in Calendar

On the "**Tools**" menu, click "**Options**", and then click the "**Other**" tab.
Click "**Advanced Options**"
Under "**Appearance Options**", click "**Font**"
In the "**Font**" dialog box, select the font and any other options.

Make "Contacts" the Default when Resolving Names in Outlook

Open Outlook
Click**, "Tools",** and then **"Address Book"**
Click**, "Tools",** and then **"Options"**
Under**, "Show this address list first:", click the drop-down and choose "Contacts".**
Click**, "Apply",** and then **"OK"**
You can also change the list order under, "When sending mail, check names using these address lists in the following order:" by selecting an entry and then clicking on the arrows to the right of the list.****

Create a Distributions List
Click the "**New**", drop-down arrow.
Click, "**Distribution List**"
On the "**New Distribution List Window Ribbon**", "**Distribution**" tab, click **Select Members.**
In the "**Address Book**", drop-down, choose members from the "**Global Address List**" or "**Contacts**".
Hold the "**CTRL"** Key and click, to select multiple members.
Click, the "**Members –>**" button. (All members selected will appear in the textbox.)
Click, "**OK"**
Click, "**Save & Close"**

Remove a wrong address from the remembered entries list in Outlook
In a new message window, begin to type an address in the "**To**…" field
When the list appears, use the arrow key on your keyboard to move the highlight down to the incorrect address.
Once the wrong address is highlight, press the "**Delete**" key on your keyboard

PSU LDAP Instructions (Penn State Directory – Look-up)
Open Outlook
Click, "**Tools", "Account Settings", "Address Book"** (tab)
Click, "**New"**
Server: **ldap.psu.edu**
Click, "**More Settings"**
On the "**Connection"** tab, (name the address book) **PSU Directory**
Click the "**Search**" **tab**
Select "**Custom:**", and then type "**dc=psu,dc=edu**" Click "**OK**"
Click, "**Next**", and then "**Finish**"
Click "**Close**"
Restart Outlook.
When sending a new message, click "To**…, **Bcc**…, **Cc**…" and choose from the drop-down menu under **Address Book.**

How Outlook Handles Attachments:

In Outlook, attachments are "attached" and stored with the email message. If the email message with the attachment is deleted, so is the attachment.
If you'd like to keep copies of attachments in an alternate location, create a folder on your computer and drag the attachment from the email message to that folder

Logging in to Outlook Web Access (OWA)

Open a browser window and type in the **URL**: http://mail.smeal.psu.edu/owa
Choose your "Time Zone" then Type in the "**User Name:**"

Make "Contacts" the Default when Resolving Names
In the upper right hand corner of the screen, click "**Options**"
Along the left side of the screen, click on "**General Settings**". Then, click the radio button "**Contacts**"
Click, "**Save**".

Set Vacation Message

Log in to Outlook Web Access
Click, "**Options**"
In the left pane, click "**Out of Office Assistant**"
Click the radio button next to "**Send out of Office auto-replies**"
Check, "**Send Out of Office auto-replies only during this time period:**"
Set a **start date and time** and an **end date and time**
**Type a message
Check, "**Send out of Office auto-replies to External Senders**"
Choose one of the following:

"**Send Out of Office auto-replies only to senders in my Contacts list**"
"**Send Out of Office auto-replies to anyone outside of my organization**", which will send an auto-reply to anyone not on the Exchange email system at Smeal College.
**Type a message
Click, "**Save**"

Change Password

Log in to Outlook Web Access
Click "**Options**"
In the left pane, click "**Change Password**"
(New Password - Must have Upper case letter, lower case letter, number, and/or special character.)
Type in your Old password
Type your new password, and then confirm your new password.
Click, "**Save**"

Creating a Signature

Log in to Outlook Web Access
Click "**Options**"
In the left pane, click "**Messaging**"
Under "**E-mail Signature**", type and format your signature.
Select the check box "**Automatically include my signature on outgoing messages**".
Click "**Save**"