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Quick Reference: Time Management & Sharing

Contacts

The Global Address Book can be used to address e-mails to those with a UMMC e-mail, but UMMC employees and other outside contacts to the contacts list. Then, additional information can be entered for UMMC employees and outside contacts.

Add a New Contact

- 1. Click **People** at the bottom of the Navigation pane above the Status bar.
- 2. Click New Contact in the New group of the Home ta



3. Enter the information for the contact.

₽ 5 ♂ ↑ ↓	÷				Untitled -	Contact	
File Contact I	insert Format Text	Review 🛛 🖓 Tell me w	at you want to do				
Save & Delete Save & For Close New ~ Actions	ward OneNote	Certificates Email N All Fields Show Com	leeting More Add municate	dress Check ook Names Names	Business Picture Card • Options	Categorize v Tags	Q Zoom Zoom
Full Name Company Job title File as		[
Internet	L						
E-mail 👻							
Display as			No	otes			
Web page address							
IM address							
Phone numbers							
Business 👻							
Home +							
Business Fax 👻							
Mobile 👻							
Addresses							
Business 👻							
This is the mailing address			Map It				

4. Click Save & Close when done.

Suggested Contacts Folder

This folder stores addresses entered in the Address fields similar to the AutoComplete as experienced in previous versions of Outlook. When starting to type an address, Outlook matches the typing with addresses in the suggested contacts folder and finishes the address if it finds a match or displays a drop-down list if several matches are found. This folder can be selected to delete multiple addresses or unwanted or incorrect addresses.



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Create a Group in the Address Book

Groups (distribution lists in previous versions) can be created with several contacts who need to be e-mailed together on a regular basis. Those groups are created and edited in Contacts. The contacts can come from the Contacts folder, Global Address List, or addresses or typed manually.

	🐝 New Group
Now	🝰 New Contact Group
Contact	Sew Items -
	New

- 1. Click **People** at the bottom of the Navigation pane.
- 2. Click **New Contact Group** in the **New** group of the **Home** tab.

File	Contact Gro	up Ins	ert	Format	: lext	Review	w
2	K 🖳	-	25		4		** <u>_</u>
Save & De Close Gr	lete Forward oup Group ▼	Members	Notes	A Mem	dd 1bers -	Remove Member	Update Now
Ac	tions	Sho	w	283	From	Outlook	<u>C</u> ontacts
Name				283	From	<u>A</u> ddress E	Book
Name	•			2.	New [E-mail Co	ntact

- 3. Type a name for the group.
- 4. In the Contact Group group on the Ribbon, click Add Members.

	ちょく	∳ ≑								Ur	ntitled - C	ontact Group		
File	Contact Gro	up Inse	ert	Format Text	Review									
2	\times	2	2 8	.							Q			
Save &	Delete Forward	Members	Notes	Add	Remove Update	Email	Meeting	Categoriz	e Follow	Private	Zoom			
Close	Group Group *			Members *	Member Now			~	Up -					
	Actions	Show	N	N	/lembers	Comm	unicate		Tags		Zoom			
Name														
🗋 Na	me 🔺											E-mail		
									\ \	Ne didn't	find anyt	hing to show	here.	

5. Click **From Address Book**. Use the Global Address List or select another Contacts list.

Select Members: Offline	Global Address List					×
Search: Name only	More columns	Address Book				
	Go	Offline Global Ad	dress List - rholl	oway@umc.ed	i ~	Advanced Find
Name	Title	Business Phone	Location	Department	Email A	\ddress
Team Christina					TeamCh	nristina@umc 🔥
1					1@umn	nc.onmicroso
1 semester					1semes	ter@umc.edu
🚨 100DayWorkoutAw					100Day	WorkoutAw
2 South Staff					2South	Staff@umc.ed
2018-0196 CIDARA /					2018-0	196cidararest
2019/2020 M1 Stude					201920	20M1Studen
2019-2020 AGD RESI					2019-20	020AGDRESII
2020 N444 White					2020N4	44White@ur
2020 ABSN Advisees					2020AB	SNAdvisees-I
2020 Dental Hygiene					2020De	ntalHygieneV
2020 UMMC Graduat					2020UN	MCGraduate
2020 UMMC Residen					2020UN	MCResidenc
2020-0026 ALXN-N					2020-0	026alxn-nmo 🧹
<						>
Members						
				OK		Cancel



Quick Reference: Time Management & Sharing

- 6. Double-click each name or click **Members->** to add them to the group list.
- 7. Click **OK** when done selecting members.
- 8. Click Save & Close.

Edit a Group

1. Double-click the group in Contacts to add new members using in the instructions in the previous steps, or select a member name and click **Remove Member** in the **Members** group to delete someone.





- 2. Do not use Group on the ribbon as this deletes the group. The group will be in Deleted Items if the Delete Group Button is clicked accidentally. Just drag from Deleted Items to Contacts to restore a deleted group.
- 3. Click Save & Close.

Scheduling (Calendars)

The Microsoft Office Outlook 2019 Calendar is the calendar and scheduling component of Office, and is fully integrated with e-mail, contacts, and other features.

Calendar Views

1. Click Calendar at the bottom of the Navigation Pane.

		22	Ż		••	•												
File Home Send / Receive	Folder	View (7 Tell me what yo	u want to d	o													
New New New Appointment Meeting Items Wet	chedule leeting *	New Skype Meeting Skype Meeting	Today Next 7 Days Go To	Day W	lork Week leek Arrang	Month Sche	edule ew Ca	Dpen Cale lendar Grou	ndar E-m aps * Caler tars	ail Share dar Calend	Publish lar Online -	Calendar Permission	Search Pe Addre	ople ss Book d				
October 2016 F Sul MO TU WE TH FR SA		Octobe	er 11, 2016							Clinton, M	ississippi 👻	*	Today 68° F / 46° F	*	Tomorrow 71°F/45°F	*	Sunday 80° F/51° F	Search Calendar (C
25 26 27 28 29 30 1		TUESDAY																
2 3 4 5 6 7 8 9 10 11 12 13 14 15		11																
16 17 18 19 20 21 22	o AM																	
30 31	0																	
November 2016	9																	
SU MO TU WE TH FR SA																		
1 2 3 4 5	10	Training and O	Communications 5	taff Meeting	,													
6 7 8 9 10 11 12		Julie Green																
20 21 22 23 24 25 26	11																	
27 28 29 30 1 2 3																		
4 5 6 7 8 9 10	12 ***																	
A B My Calendars	1	Visio Essential DIS - 2107 Trai	is ining Room															
Calendar - mhjohnson@umc	-	DIS - 2107 Trai	ning Room															
Calendar - Test Account10	2																	
E 🗌 Team: Julie Green	3																	
Shared Calendars	4																	
Test Account10	5																	
A Booms																		
DIS - 2105 Training Room	6																	
DIS - Z106 Training Room																		
DIS - Z107 Training Room	7																	

2. To change the view, click the buttons in the **Arrange** group.

Day	Work Week	Week	Month	Schedule View
		Arrange		E.



Create a New Appointment

1. Select any time slot in the Outlook Calendar and begin typing or click **New Appointment** in the **New** group of the **Home** tab when in Calendar view.

Арро	New ointmer	Nev nt Meeti New	w New												
 5						Untit	led - Appoin	tment				Ŧ			×
File	Appointme	ent Inser	t Format	Text Revi	ew 🛛 🖓 Tell	me what you	want to do								
Save & Dele Close	K E ete ⊖, -	Add WebEx Meeting * WebEx	Appointmen Sh	t Scheduling Assistant	Skype Meeting Skype Meet	Meeting Notes Meeting No	Invite Attendees Attendees	₩ Show As: ♣ Reminder	Busy 15 minutes Options	Recurrence	∭ Time Zones	Categorize	 Private High I Low Ir Tags 	e mportance nportance	~
Subject	1														
Location															-
Start time	Fri 10/21/2	016		8:30 AM	•	All day event									
End time	Fri 10/21/2	016		9:00 AM	-										

- 2. Type a **Subject** and **Location** for the appointment.
- 3. Enter the Start date and time and end date and time. Use the calendar icon to open the Date Navigator.



- 4. Use **Show As:** to mark time as Busy or Out of the Office. This helps those viewing a calendar so they don't book someone for back to back meetings when they are out of the office.
- 5. Use **Busy** if the appointment is in or near your regular office.
- 6. Use **Out of Office** or **Working Elsewhere** if the appointment is not near your regular office.
- 7. In the body area, type any other information needed for reference.
- 8. Click Save and Close.



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Change Existing Appointment

To add elements to the appointment or change it to an event (an appointment that lasts longer than 24 hours) or a meeting (an appointment with other people invited), simply double-click the calendar entry and the calendar entry form will open.

🖬 🔊 🖒 🕈 🎍 = Daphne Caine - Appointment	
File Appointment Insert Format Text Review Q Tell me what you want to do	
Save & Delete Add Web5r Actions Addweb5r WebEx Show Show Show Show Show Show Show Show Show Show Show Show Meeting Show Show Show Meeting Show Meeting Show Meeting Show Meeting Show Meeting Meeting Meeting Show Attendees Options Options	Arrivate Private High Importance Low Importance Tags
Subject Access Queries and Reports	
Location Library3	·
Start time Tue 10/4/2016 III:00 AM - All day event	
End time Tue 10/4/2016 III 12:00 PM -	
4	
In Shared Folder 🙀 Calendar - mhjohnson@umc.edu Last modi	fied by mhjohnson@umc.edu on 10/4/2016

Change an Existing Appointment to a Meeting

- 1. Go to the calendar to open an existing appointment by double-clicking to open.
- Click Scheduling Assistant to invite attendees to an appointment and change it to a meeting. If the Invitees are using their calendars to record their schedules, the Meeting Organizer will be able to effectively schedule around their busy times.



NOTE

The Location field's contents are visible in the calendar view. This is a great place to put the phone-in numbers for conference calls.

- 3. The text area of the form is useful to enter details of the entry or attach a file by clicking in the text area,
- 4. clicking on the Insert tab, and choosing the Attach File

U iCON. Attach File ▼

Mark Appointments as Private

Appointments can be marked as private so that those with whom a user shares their calendar cannot read personal appointments. UMMC encourages everyone to enter all their appointments during working hours, even if personal, because an appointment will affect availability for other **meetings**. Click the **Private** button **Private** in the **Tags** group on the **Appointment** tab. Also, tasks, contacts, and contact groups can be marked as Private.



Organize Meetings

Invite others to a meeting by clicking the **Invite Attendees** on the **Appointment** tab or by starting with a **New Meeting** Invitation

- 1. Click **New Meeting**, **New Meeting**, in the **New** group of the **Home** tab when in Calendar view.
- 2. Complete the **Subject**, **Location**, **Start time**, **End time**, and an explanation of the meeting in the body area.



3. Click **To**: and select meeting attendees. Select them as **Required** or **Optional**. A Resource, such as a room, can also be selected.

Select Attende	es and Resources: O	ffline Glo	bal Address List				×
Search: 🖲 Na	ame only O More co	olumns	Address Book				
		Go	Offline Global A	ddress List - rhol	loway@umc.eo	1×10^{-1}	Advanced Find
Name	Title		Business Phone	Location	Department	Email /	Address
Team Chris	stina					TeamCl	nristina@umc 🔥
1						1@umr	nc.onmicroso
1 semester						1semes	ter@umc.edu
🞎 100DayWo	orkoutAw					100Day	WorkoutAw
2 South Sta	off					2South	Staff@umc.ed
2018-0196	CIDARA /					2018-0	196cidararest
2019/2020	M1 Stude					201920	20M1Studen
2019-2020	AGD RESI					2019-2	020AGDRESII
2020 N444	4 White					2020N4	44White@ur
2020 ABSN	Advisees					2020AE	SNAdvisees-
2020 Denta	al Hygiene					2020De	entalHygieneV 🗸
<							>
Required							
Optional							
Resources							
					OK	[Cancel



Quick Reference: Time Management & Sharing



Appointment

4. Click **Scheduling Assistant** in the **Show** group of the **meeting** tab to see if the attendees are available or busy. A black icon appears to the left of the meeting organizer, a red icon appears to the left of a require attendee, and a blue icon appears to the left of an Optional attendee. A green icon appears to the left of a resource. If an invitee is busy, the times that are scheduled on their calendars display.

⊑র্থেক্∳⇒	Untitled - Meeting	⊡ – ⊡ ×
File Meeting Insert	Format Text Review Q Tell me what you want to do	
Delete Adtions	Appointment Scheduling Assistant Show Shoye Meeting Show Skype Meet Meeting N Show Skype Meet Meeting N	Time Room Zones Finder
[†] — Send 🔍 100% 👻	Tuesday, October 25, 2016 Appointment outlined in blue Wednesday, October 26, 2016	Room Finder 🔹 🗙
	8:00 AM 9:00 10:00 11:00 12:00 PM	
🔤 🛓 🛛 All Attendees		 ♦ October, 2016
🗹 🖸 📕 <u>Martha H. Johnson</u>	Training and DNP Access Database Access s Out of Office	Su Mo Tu We Th Fr Sa
✓ ① <u>Test Account1</u>		25 26 27 28 29 30 1
Test Account10	Weei Meei	2 3 4 5 6 7 8
✓ O <u>Test Account11</u>		9 10 11 12 13 14 15
Test Account12		16 1/ 18 19 20 21 22 23 24 25 26 27 28 29
Iest Account13		30 31 1 2 3 4 5
Iest Account14		
Inst Account 15		Good Fair Poor
Test Account 16		Show a room list:
Test Account17		Show a room list.
Test Account 19		None 👻
Test Account?		Choose an available room:
Test Account20	/ Wan	None
Test Account20		
Test Account22		
✓ O Test Account3		
✓ O Test Account4		
V O Test Account5		
Test Account6		
Test Account7		
O Test Account8		
Click here to add a name		
Add Attendees Options 🔻		Suggested times:
	start time 10/25/2010 HHH L100 PM *	9:00 AM - 12:00 PM 🙀 🔔
Add Rooms	End time Tue 10/25/2016 📰 4:00 PM 👻	1 conflict, 4 unkno 💌 😑
Busy 🕅 Tentative 📕 Out of O	flice Working Elsewhere No Information Outside of working hours	9:30 AM - 12:30 PM 😭 🗍

5. Click Appointment to return to the appointment or click **Send** when ready to send the meeting invitation. The meeting will appear on the recipient's calendar in **tentative** status until they accept or decline the invitation.

Respond to Meeting Requests

1. When a meeting request is received, in the **Response** group, click **Accept** to put the meeting on the calendar, click **Decline** to reject the invitation, or click **Tentative** if unsure whether you can attend.

H		Help with Access - Meeting							
File	Meeting Q Tell me what you want to do.								
X Delete	Accept Tentative Decline Propose Respond	Meeting Notes	Move Julie ♀ To Manager □ Team E-mail ✔ Done ♀ Reply & Delete ♀ Create New	▲ Move ▼ ■ Rules ▼	Mark Categorize Follow Unread + Up+	a ↓ Find Related → ↓ Select → Zoom			
Delete	Respond	Meeting Notes Calendar	Quick Steps	Ta Move	Tags 🕞	Editing Zoom			
1 Plea	Test Account10 Martha H. Johnson Help with Access is respond.	Location 7 Building							
		Location 2 building							
11 ^{AM}	Help with Access 2 Building Test Account10								
12 ^{PM}									

Outlook will show that section of the calendar which contains the new meeting so you can see if you have conflicts that day.



- 2. If you Accept, you can choose to send a response or not.
- If the meeting organizer allows it, the invitee can accept as tentative or decline and propose a new time by clicking Propose New time in the Respond group. Change the date or time and click Propose Time.

1	2	×		\mathbf{R}	
			9 0	~	
Accept	ientative *	vecline	Propose New Time ▼	кespona т	
		Respo	Occurren	ce	
			Tentat	tive and Pr	opose New Ti
			Declin	e and Pro	pose New Tim

4. If the invitee proposes a new time, the meeting organizer can either **Accept Proposal** and send an update to the other invitees or **View All Proposals** when more than one person proposes a new time.

toom	100%		~	day, A	10:00	12:00 F	PM	2:00		Thursd 8:00 AM	lay, Apr //
·	All Attendee	s									
< 0	O Lunin Lug	patri 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1								_	
<u> </u>		¥								-	
0	0			wh	Learnine [E	×	DIS - Re	ound UM			A-Te
										_	
				-							
_			-				-				
		Options	-	`							
				Mee	ting start time	Thu 4/14	/2022	0	3:00 PM	-	
<<	AutoF	vick Next >>		Mee	ting end time	Thu 4/14	/2022		3:30 PM	-	
Busy	Tentati	ve Ou	t of C	ffice	Working B	lsewhere	Curre	ent Meetir	ng No	Informatio	n

5. The organizer will receive the reply and can **Accept the Proposal**, **Delete**, or **View All Proposals** when a group has been invited.

File Mee	ting Response	New Time Proposed: Help with Access - Meeting Response							
elete Accept Proposa	t View All Reply Reply Forward All	Meeting Notes	Move to TA4 To Manager Reply & Delete	Move to Shared Team Email Create New	Move to Shared Done	Move * Rules * Actions *	Mark Categorize Follow Unread * Up*	Translate ↓ Select •	Q Zoom
Pelete	Respond	Meeting Notes		Quick Steps	r	Move	Tags	Editing	Zoom
	. Johnson								
ew Time Pro Test A rrent Mond posed Mond ation Z Buili	. Johnson oposed: Help with Access locountill Jay, October 24, 2016 11:30 AM-1:30 PM (UTC-06:00) C ayu, October 24, 2016 11:30 AM-1:30 PM (UTC-06:00) C iding	entral Time (US & C entral Time (US & C	Sanada). Sanada).						
Iditificant Test A Test A Internet Mond oposed Mond cation Z Buili cepted No att	. Johnson oposed: Help with Access kcount10 ay, October 24, 2016 11:00 AM-1:00 PM (UTC-06:00) C Jay, October 24, 2016 11:30 AM-1:30 PM (UTC-06:00) C ding trades: have accepted.	entral Time (US & C entral Time (US & C	lanada). lanada).						
lew Time Pro Test A Irrent Mond oposed Mond cation Z Buik cepted No att ntative Marth	JOINSON oposed: Help with Access (countib ary, Oather 24, 2016 11:50 AM-1:00 PM (UTC 06:00) o ary, Oather 24, 2016 11:30 AM-1:30 PM (UTC 06:00) o dining tendes have accepted. a M Lohnson	entral Time (US & C entral Time (US & C	lanada). Janada).						
Vicifi (11c) F1. Jew Time Pro Test A urrent Mond oposed Mond ocation 2 Buil- ccepted No att intative <u>Marth</u> eclined No att	. JOINSON oposed: Help with Access (cannit) ary, Oatober 24, 2016 11:00 AM. 1:00 PM (UTC-66:00) C diang ary, Oatober 24, 2018 11:09 AM.1:30 PM (UTC-66:00) C diang arity Johnson math. Johnson Frankes have accepted.	entral Time (US & C entral Time (US & C	anada). anada).						

When you open the meeting on your calendar, you can see how many have accepted, declined, or marked tentative. The **Tracking** button of the meeting form will show each invitee and their responses.

												-				
. 5								Acce	ss Querie	s class -	Meeting					
File	Meeting	Ins	ert Format	Text R	leview	🖓 Tell me wh	at you want to	do								
🛒 🖾		2			a ∨ a × a ?	e	NB	2	44	* @	A	W Show As:	Busy	- _O		
Cancel 😋 Meeting	- Add Mee	WebEx eting *	Appointment	Scheduling Assistant	Tracking	Skype Meeting	Meeting Notes	Contact Attendees •	Address Book	Check Names	Response Options *	🐥 Reminder:	15 minutes	+ Recurrence	Time Zones	Room Finder
Actions	W	ebEx		Show		Skype Meet	Meeting No		Attend	lees			Opti	ons		- Fa
The following	respons	es to th	is meeting have	been receive	ed:											
⊠ ₁ Name			Attendance								Re	esponse				
🖌 📕 Martha	H. Johnse	on	Meeting Org	ganizer							N	one				
Test Ac	count1		Required At	tendee							N	one				
Test Ac	count10		Required At	tendee							N	one				
Test Ac	count11		Required At	tendee							N	one				
Test Ac	count12		Required At	tendee							N	one				



Reschedule a Meeting

To change a meeting you have organized, locate the meeting on your calendar and double-click to open it. If you make changes that affect others, be sure to click Send **Update** to let them know.

E S (♡ ↑) ♦ = Access Queries class - Meeting	
File Meeting Insert Format Text Review 🖗 Tell me what you want to do	
Image: Signature File Table File Tables Image: Signature File	~
O No responses have been received for this meeting. This appointment conflicts with another one on your calendar.	Room Finder * *
To [Test Accounti]: Test Ac	Cotober, 2016
Start time Tue 10/25/2016 IL:00 PM All day event End time Tue 10/25/2016 4.00 PM +	16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 Good Fair Poor
Attached are the files for class just in case.	None Choose an available room: None
Thank you, Martha H. Johnson, CCP, MBA, MOSMI IT Training Specialist Technology Learning Center University of Mississippi Medical Center 2000 North State Street Jackson, MS 39216 JMM & Bildg Z T: 601-815-5157 mbjohnson@umc.edu	Suggested times: 1300 PM - 4300 PM Current meeting ti
In Shared Folder 🙀 Calendar - mhjohnson@umc.edu at 10:45 AM	9:00 AM - 12:00 PM 4 1 conflict, 4 unkno

Change a Recurring Meeting to Add or Remove an Invitee

When multiple attendees are invited to a recurring meeting, care should be taken when other attendees are added or previously invited attendees are removed.

- 1. Double-click the recurring meeting in the calendar of the meeting organizer.
- 2. Add an attendee or remove an attendee from the To: line.
 - ----
- 3. Click Send Update.
- 4. Be sure to select to send the update to **only** the affected attendee.

		You have made changes to the list of attendees. Choose one of the following:				
		Send updates only to added or deleted attendees.				
		Send updates to all attendees.				
		OK Cancel				
5.	Click O	Κ.				





Know Who You'll be Meeting With

See people's responses to a meeting request, even if you aren't the meeting organizer.

File	Meeting Occurrence	Insert	Format Te	ext i	Review	Help
🚺 App	oointment 🔛 Sch	eduling	Assistant	a ¥	Tracki	ng 🗸
⊠ ₁ Name		Attenda	nce		Respon	nse
🗸 🔵 Emi	ly Braun	Meeting	Organizer		None	
🗸 🔮 Irvii	n Sayers (CONTOSO) <	Require	d Attendee		Accept	ed
🗸 🛇 Gra	dy Archie <garchie@c< td=""><th>Require</th><th>d Attendee</th><td></td><th>Accept</th><th>ed</th></garchie@c<>	Require	d Attendee		Accept	ed
🗸 📀 Deb	ora Berger	Require	d Attendee		None	

Send Calendar to Anyone Through E-Mail

In Calendar view, you can send your calendar to a mail recipient as an Internet Calendar, while retaining control over how much information is shared. Your calendar information appears in the body of the e-mail message and as an Internet Calendar attachment that the recipient can open in Outlook.

1. Click Share Calendar on the Share group.



2. Select the Calendar; select the Date Range, Detail, etc. and click Ok when done.





Microsoft Outlook 2019

Quick Reference: Time Management & Sharing

8	5 .0 t		Martha H. Johnson Calendar - Message (HTML)	m – 0
File aste	Message K, Cut Copy Format Pa Ipboard	Instant Options Format Text Revi Calibri (Box * III *) Λ^* Λ^* Π^* * Π^* Λ^* Π^* * Π^* a If U Σ^* Δ^* Π^* Λ^* Π^* Π^* Λ^* III \bullet^* Δ^* IIII \bullet^* IIII \bullet^* IIII \bullet^* IIII IIII IIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Image: Constraint of the constr	
end	To Cc Subject Attached	Matha H. Johnson Calendar		
			Martha H. Johnson Calendar mijohnson@umc.edu	
			Friday, October 21, 2016 - Thurdday, October 27, 2016 Time zone (UTC 0-600) Contral Time (US & Canada) (Adjusted for Daylight Saving Time) October 2016 Su Mo T <u>iu</u> We <u>Th</u> Fr Sa	
			2 3 4 5 6 7 9 10 11 12 13 14 15 16 17 18 19 10 21 22 21 24 25 27 28 29 10 31	
			Busy Z Tentative Out of Office Working Elsewhere Outside of Working Hours	
			Fri, Oct 21 Before 8:30 AM Free &:30 AM -4:30 PM Free After 4:30 PM Free	

3. Fill in the To box and click Send.

Add a New Calendar Group

By default, in the Navigation Pane, Outlook 2019 organizes your calendars into groups, such as, My Calendars and Shared Calendars. You can rename these groups or create additional calendar groups to organize the calendars in a way that fits your work style better.

SU MO TU WE TH FR SA

2 3 4 5 6 7 9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

November 2016 SU MO TU WE TH FR SA 1 2 3 4 5 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 1 2 3 4 5 6 7 8 9 10

Calendar - mhjohnson@um

Calendar - Test Account10

Test Account10

DIS - Z105 Training Room

DIS - Z106 Training Room DIS - Z107 Training Room

A 🔳 Rooms

30 31

1. Click Calendar Groups in the Manage Calendars group of the Home tab when in Calendar view. October 2016



- 2. Click Create New Calendar Group.
- 3. Type a name for the group and click OK.



Calendar Printing

- 1. Select the calendar view you want to print, such as day, month, etc. or you can select after step2.
- 2. Click the File tab and Print.

\bigotimes	Calendar - rh	holloway@umc.edu - 0	Jutlook			0	3	- • ×
Info	Print							
Open & Export Save As	Specify how you want the item to be printed and then click Print.							
Save as Adobe PDF	Print	May 2022	2			May 2010 <u>1 - May No, Hor Po</u> <u>1 - 2 - 4 - 4</u> <u>3 - 8 - 7 - 4 - 4 - 4</u> <u>3 - 8 - 7 - 6 - 6 - 7 - 6 - 7 - 7 - 7 - 7 - 7</u>	<u>h to</u> <u>4</u> 7 <u>31</u> 54 32 21 37 28 <u>51</u> 52 <u>51</u> 52 <u></u>	how 2 000 how 0 ho ho ho 1 2 4 4 7 4 9 30 11 1 2 30 10 1 2 30 10 1 3 10
	Printer	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	MMC1267 on NTPI-ADPRPRTV01	May 1	2	3	4 8.30em TAC Meeting - Twining and Communications	5	6 1100am DS Picnic	7
Save Calendar	Server Offline				(AQ			
	D. Drint Outlines							
Print	Settings	8	9 11:00em/Kathen's BethdeyLunch (Half Shelt) - Julie Geen	10	11 200am (Ib1) Applications Training 1000am Webso for Attentions - LVE	12 100pm Health Services for remaining Stats , 200pm Collaborative , 300pm Heal - CDS - 5-00pm Heal - CDS -	13	14
Office Account	Daily Style	15	16	17 1000em TAC Meeting - Training and Communications 1000em Eacel Essentials	18 200em eCampan Advisory Committee Microsoft Team 1000em Isem Mendap	19 1000amHigh Five Tips & Trids: Workday Student for Faulty 1100am App cintment	20	21
Options	Weekly Agenda Style	22	23	24	Mps/Juncenteese 25 100pm Centeese Millions	26 200pm Collaborative Marking Taxano	27	28
Exit	Weekly Calendar Style		2:30pm Rt Meeting (https://unx.web.exz			Miccudi Team Meeting - Laza Logenholt		
	Monthly Style	29	30	31 / 1000am TAC Meeting - / Training and / Communications / (TAC)	Jun 1	2	3	4
	Tri-fold Style	Rachid N. Haltoniv			i			5/25/20228-25 AM
	Calendar Details Style	L						
		4 1 of 1 ▶						

- 3. Select a printer.
- 4. Click **Print Options** to set a date range or other options.

Name: \\NTPI-ADPRPRTV01.ntumm	nc.ums	smed.edu\MMC1267	1		 Properties
Status: Type: TOSHIBA Universal Printer 2 Where: JMM - DIS (#14W Silverbell) Comment: Host: MMC1267.umsmed.edu	u; MAC	C: 00:80:91:87:78:8F;	MODEL: 5005AC; SN: CFIG46	059; EPIC: ; REMA	Print to file
Print this calendar:			Copies		
Calendar		~	Number of pages:	All	~
Print style			Number of copies:	1	÷
Weekly Calendar Style	^	Page Setup	Collate copies		
Monthly Style		Define Styles	1	1000	
Tri-fold Style	~	benne stylese	L		
Page range All Pages: Type page numbers and/or page range s	eparal	ted by commas			
counting from the start of the item. For es	xample	e, type 1, 3 or			
Print range					
Start: Thu 5/26/2022 🗸					
End: Fri 5/27/2022					
Hide details of private appointments					





5. <u>Click Page Setup to select Only Print Workdays if your days off are showing.</u>

ormat	Paper Header/Footer				
		Preview:			
Options				Fonts	
Layout:	1 page/month		~	Date headings	
Tasks:	No Tasks	,	~	24 pt. Segoe UI	Eont
Include:	Notes area (blank)	-		Appointments	
	Notes area (lined)			8 pt. Segoe UI	F <u>o</u> nt
Only	Print Workdays			Shading	
✓ Print	Exactly One Month Per Page			Print Using gray shading	

- 6. Click **Preview** to return to preview.
- 7. Click Print when ready to print.

Set Calendar Default Options

- 1. Click the File tab and click Options.
- 2. Click Calendar.
- 3. Select the work week days and times and other options.
- 4. Click **OK** twice when done

	Outlook Options	\times
General Mail	Change the settings for calendars, meetings, and time zones.	-
Calendar	Work time	
Groups Groups People Tasks Search Language Ease of Access Advanced Customize Ribbon Quick Access Toolbar Add-ins Trust Center	Work Neurs: Start time: 500 PM End time: 500 PM End time: End time: 500 PM End time: End time: 500 PM End time: End time: South of the second of the	
	Use this color on all catendars Show week numbers in the month view and in the Date Naviostor OK Can	



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Tasks

A task is an item that should be completed by a specified date and time which you can assign to yourself, another Outlook user, or a group of users. Tasks can be recurring if they are performed at regular intervals. You can attach files to tasks you send to other users. You can click **Follow-up** in an e-mail to make it a task. Past due tasks display in red in the Task list. Completed tasks will have a line drawn through them.

▲ My Tasks	Search To-Do List					٩
To-Do List	TASK SUBJECT	START DATE	REMINDER TIME	DUE DATE	IN CATEGORIES	1 2 1 1 7
Tasks	Click here to add a new	v				
	[EXTERNAL]Reminder: 8 [EXTERNAL] ④ Have Yo	Ti Wed 5/25/2022 ou Wed 5/25/2022	None None	Wed 5/25/2022 Wed 5/25/2022	In	•

View Your Task

1. Click **Tasks** in the bar below the Navigation pane.

$\mathbf{\simeq}$	<u>2</u> 2	Ø	•••	
		_		

2. Tasks are sorted by Due Date. Use the **Current View** group to change the Task view.

S Change View *			
Q		7	!
Detailed	Simple List	To-Do List	Prioritized
~	\checkmark	~	1
Active	Completed	Today	Next 7 Days
	23	4 X	
Overdue	Assigned	Server Tasks	
Manage	e Views		
Save Cu	irrent View As a	New View	
Apply C	urrent View to	Other Task Fol	ders

Create a Task

1. Click the **New Task** button **New Task** in the **New** group on the **Home** tab of Task view.

🗄 🔊 c	⇒ ^ ↓ =					Untitled - Task		æ	-	×
File Ta	ask Insert Fo	ormat Text R	eview 🖓	Tell me what you v	vant to do					
Save & Delete Close	Forward OneNote	Task Details	Mark Complete Ma	Assign Send Status Task Report Inage Task	O Recurrence Recurrence	Categorize Follow Vp * Tags	Zoom			~
Subject										
Start date	None		Status	Not Started	÷					
Due date	None		Priority	Normal +	% Complete	0%				
Reminder	None	1111	None	- 4	Owner 0	Martha H. Johnson				

- 2. Enter the **Subject**, **Start date**, **Due date**, set a **Reminder**, add a **Category**, **importance** and a **Priority**, if needed.
- 3. Click **Recurrence** for tasks that will be repeated on a regular basis and regenerate the task, if needed.









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4. Type an explanation of the task in the body area, especially if you plan to assign this task to someone.

Task Recurrence	e	\times
Recurrence patte	tern	
ODaily	Recur every 1 week(s) on	
Weekly	Sunday Monday Tuesday Wednes	sday
O Monthly	Thursday Friday Saturday	
O Yearly	Regenerate new task 1 week(s) after each task is completed	
Range of recurre	rence	
Start: Thu 5/2	26/2022 No end date	
	End after: 10 occurrences	
	○ End by: Thu 7/28/2022 ∨	
	OK Cancel Remove Recurrence	

5. Click Save & Close.

Assign a Task

The main benefit of using Outlook to assign tasks is that you can receive status reports on assigned tasks and view these status reports in your Tasks folder. Also, the activities of sending task requests and processing responses to those requests is automated.

1. To assign a task to another user, click **Assign Task** in the **Manage Task** group once you have created the Task. Once accepted, the assignee will become the **Owner** of the task.



2. Click **To** and select a name or names from the Address Book.

	চ ত 🔿	↓ = Please send me your vacation days for 2017 - Task	-	×
File	Task	insert Format Text Review 🗘 Tell me what you want to do		
Save & I Close	Delete OneNor	te Task Details Show Manage Task Names Recurrence Careed Assignment Book Names Recurrence		^
	То	Test Accounting:		
Send	Subject	Please send me your vacation days for 2017		
	Start date	Tue 11/L/2016 III Status Not Started -		
	Due date	Wed11/50/2016 Priority Normal * % Complete 0% 4		
	🖌 Keep an	updated copy of this task on my task list		
	Send me	a status report when this task is complete		
I am v	vorking on ou	r leave day calendar and need your planned vacation and time off for 2017.		
Thank Your r	you, nanager			

3. Click Send.



Accept or Decline a Task From Another User

- 1. Open the task in either your Inbox or by double-clicking the line in your calendar.
- 2. Click Accept to accept the task and place it in your task list.

Actions Show Respond Manage Ta Due in 7 days: Assigned by Martha H. Johnson on 4/4/2014 11:31 AM. Subject Send me your vacation days Subject Send me your vacation days Starts on 4/4/2014, due on 4/11/2014 Starts on 4/4/2014, due on 4/11/2014	- Up - Up - Up -
Due in 7 days. Assigned by Martha H. Johnson on 4/4/2014 11:31 AM. ubject Send me your vacation days use date Starts on 4/4/2014, due on 4/11/2014	Tags Zoom
tatus Not Started Priority Normal % Complete 0%	
wher lest account_20	

- 3. Add a **Priority** or **Category**, if needed.
- 4. Click **Decline** X to delete the task from your Calendar. As a courtesy, be sure to send a message giving a reason.

Mark a Task Complete

You can mark a task complete in several ways:

- Select the task and click the Mark Complete button on the Ribbon
- Select Completed in the Status drop-down list on the Task page



- Set the % Complete box tc_{% Complete} 0%
- About Task Ownership

If you create a task, you initially own the task. Only a task's owner can make changes to the task. This means that the owner can modify the properties (the percent complete, the status, the start date, and so on) of all tasks that the owner creates and owns. When a task is assigned to someone else and that person accepts the task, the assignee becomes the owner of the task. The creator can then view the task's properties, but can no longer change them – only the current owner can make those changes.

*







Reclaiming Ownership of a Declined Task

If a task you assigned is rejected, you will need to reclaim the ownership of the task if you plan on assigning the task to someone else or modifying and completing the task vourself.

- 1. Open the message containing the declined task request.
- 2. Click **Return To Task List** on the **Task** tab of the **Ribbon**.



3. Click Save & Close.

Work with Task in the To-Do Bar

The To-Do Bar (task list) is a feature that you can show or hide. The primary benefit of the task list is that it allows you to work with your tasks in a single window along with the other tools in view. To show or hide the task list in the To-Do Bar, choose To-Do Bar from the Layout group of the View tab, and choose Tasks from

the menu.			
	Reading Pane ∗	To-Do Bar ▼	
	Layout	<u>C</u>	alendar
		P	eople
		Ī	asks
		0	ff

You use the same methods to create a new task in the task list as you use to create tasks in the Tasks folder.

- 1. Right-click in the empty area of the task list.
- 2. Choose New Task or New Task Request (depending on whether you are creating the task for yourself or assigning it to someone else).

Flag: Due Date: Today		Collapse All <u>G</u> roups	
[EXTERNAL] (2) Have You Wed		Expand All Groups	
		<u>O</u> pen	
	6	<u>C</u> opy	
	0	Mar <u>k</u> as Read	
	\simeq	Mark as U <u>n</u> read	
		Ca <u>t</u> egorize	Þ
		Follow <u>Up</u>	Þ
	Ψ	Move	Þ
	×	Delete	

To change the task list view in the To-Do Bar, right-click in an empty area of the task list, choose Arrange By, and then select a view. You can also right-click on a column header in the task list and choose a view from the list.



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NOTE

Applying a flag to a message or a contact makes the item appear in the To-Do Bar and in the Tasks view. Flags create a visible reminder that an action is due.

The To-Do Bar (and hence the task list) can be made visible in the **Mail**, **Calendar**, **People**, and **Tasks** folders. To change its settings or decide whether it is even visible, go to the **View** tab and select the **To-Do Bar** button. The drop-down menu will allow you to display any or all of the three sections of the To-Do Bar. You may want to customize the display of the To-Do Bar for each of the folders. For instance, you probably will not want to display the Task List while in the Task folder or the Date Navigator while in the Calendar folder.

Creating Rules

Because we are in an **Exchange environment**, Outlook can evaluate your incoming and outgoing e-mail messages and take various actions on them based on a set of instructions you set up, called **rules**. For instance, you might create a rule that tells Outlook to move all messages from a specific sender or with a certain subject into a specified folder rather than leaving them in your Inbox. These rules can be constructed with a myriad of parameters, such as the message sender, content, attachments, recipients, etc. Based on the criteria (conditions) you set, Outlook can automatically move, copy, delete, forward, reply to, and many other things. Keep in mind that you can define a rule to function either when a message is received or when it is sent. There is a collection of standard rules you can choose from or you can create your own from scratch. You also can import or export a set of rules.

There are two types of rules in Outlook — server-based and client-only.

- Server-side rules If you are using a Microsoft Exchange Server account, some rules that you create are server-based rules. These rules run on your **mailbox** on the Exchange mail server, even when Outlook is not running on your computer. The Automatic Replies (Out Of Office) is a good example of this.
- Client-side rules Client-side rules are rules that run only on your computer and are stored there. A client-side rule is needed when you're moving messages to a local folder instead of to a folder on the computer running Exchange. For example, if messages from a specific sender that arrive in your Inbox must be moved to one of your personal folders, the rule must function as a client-side rule because the Exchange Server is not able to access your personal folders in fact, your computer might not even be turned on when a message arrives with that kind of criteria.

When you create a rule, Outlook examines its logic to determine whether it can function as a server-side rule or a client-side rule. If it can function as a server-side rule, the rule will be stored on the Exchange Server and run from there. If the rule must function as a client-side rule, Outlook stores it on your hard drive and appends the name of the rule with the words **(client only)** to designate it as such.

If your list of rules contains both kinds of rules, the server-based rules are applied first, followed by the client- only rules.



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Create a Rule from a Selected Message

Create a Rule to Move a Message from a Sender When Message Is Received

- 1. Click a message in the Inbox, and on the **Home** tab, click **Rules** in the **Move** group.
- 2. Click **Always Move Messages** From to move messages to a folder when they are received.
- 3. Choose a folder and click **OK**.



Create a New Rule for a Selected Message

You can create a new rule for the currently selected message with different actions other than just move when received, such as creating a rule based on the subject of the message.

- 1. Click the message in the Inbox.
- 2. Click **Create Rule** to open the **Create Rule** dialog box, offering properties based on the selected message; including sender, subject, and recipient.
- 3. Choose the criteria for your rule using any combination of the three, and then choose an action from the **Do The Following group** of controls.
- 4. Click **OK** to create the rule. Outlook will create a rule to move messages based on your selections.

Create Rule				>
When I get email with all of the set of the	he selected conditions			
Subject contains Curat	ting Your Canvas Courses			
Sent to me only				~
Do the following Display in the New Item	Alert window			
Play a selected sound:	Windows Notify Email.	•	•	Browse
Move the item to folder:	Deleted Items	Select Folder		

Create New Rules Using the Rules Wizard

To create more complex rules, perform tasks other than moving messages, or create a rule that is not based on a specific message, use the *Rules Wizard*. The wizard can be opened in a couple of ways:

Create a General Rule

A general rule is one not based on a specific message.

- 1. On the **Home** tab, click **Rules** in the **Move** group.
- 2. Choose Manage Rules & Alerts. The Rules and Alerts dialog box, E-Mail Rules tab, shows all the existing rules that you have defined. Outlook applies these rules in the order in which they are listed, an important fact to consider when you're creating rules. Note there are re-sequencing arrows in the toolbar; also, you can select or de-select rules to put them into effect or to take them out of service.



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Move Tags
• •
Move Rules OneNote
Always Move Messages From:
Create Rule
You might use certain rules all the time but use others only at special times
Rules and Alerts X
Email Rules Manage Alerts
🔁 New Rule Change Rule • 🖹 Copy X Delete 🗠 💌 Bun Rules Now Options
Rule (applied in the order shown) Actions
Rule description (click an underlined value to edit):
Apply this rule after the message arrives with released courses in the subject
move it to the <u>Deleted Items</u> folder and stop processing more rules
Enable rules on all messages downloaded from RSS Feeds
OK Cancel Apply
1. Click New Rule in the Rules and Alerts dialog box.
Rules Wizard X
Start from a template or from a blank rule
Step 1: Select a template Stay Organized
Move messages from someone to a folder
Move messages with specific words in the subject to a folder
Figure sages from someone for follow-up
Move RSS items from a specific RSS Feed to a folder
Stay Up to Date
visions main from some in the rear real rate of window
Send an alert to my mobile device when I get messages from someone
Start from a blank rule
C Apply rule on messages I receive
Appry fulle on messages (senu
Step 2: Edit the rule description (dick an underlined value)
Apply this role after the message arrives from <u>people or public group</u>
move it to the <u>specified</u> folder and stop processing more rules
Example: Move mail from my manager to my High Importance folder
Cancel < Back Next > Finish



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NOTE

When you create a message rule using the Rules Wizard, you must first specify whether you want to create the rule from a predefined template or from scratch. The templates can save you a few steps because they address common message processing tasks. If you decide to create a rule from scratch, you will set up all the conditions for the rule as you create it. With or without a template, you have full control over the completed rule and can modify it to suit your needs.

General Procedures for Creating Rules

- 1. Make sure the Inbox to which the rule applies is selected. This will only be necessary if you have more than one e-mail account operating in Outlook.
- 2. Specify whether the rule applies to messages as they are received or as they are sent.
- 3. Set the conditions that classify which messages are processed sender, priority, content, attachment, etc.
- 4. Indicate the action to take when a message meets the criteria move, copy, delete, generate a reply, etc.
- 5. Create other message rules to address other tasks, including those that might work in conjunction with other rules.
- 6. Set the arrangement of the rules to define the processing order, as needed.

NOTE

If multiple conditions are set for a rule, the rule combines these conditions into a logical AND operation – in other words, the message must meet all the conditions to be subject to the rule. You can also create rules that use a logical OR operation, which says that the message is subject to the rule if it meets any one of the conditions.

Modify a Rule

Modifying a rule is much like creating one.

- 1. Click Rules, Manage Rules & Alerts to open the Rules And Alerts dialog box.
- 2. Select the rule to be modified and click **Change Rule** to open a menu of editing options.

ules and Alerts		
mail Rules Man	age Alerts	
New Rule	Change Rule - Copy X Delete	Run Rules Now Options
Rule (applie	Edit Rule Settings Rename Rule	Actions
	 Display in the New Item Alert wind Play a Sound 	low
	Move to Folder	~
Rule description	Mark as High Priority	
Apply this rule with [EXTERNA	Mark as Low Priority	bject
move it to the [X Delete Message	

3. Select your choice and click Edit Rule Settings... to continue with the changes.



Outlook Templates

If you find you are sending the same message on a regular basis and have resorted to finding the previous message in your Sent Items, modifying it a bit, then resending it, you may find that using Outlook Templates might be a better solution.

Create an Outlook Template

- Create a message, placing everything in it that you would regularly send; text, addresses, attachments (if they do not change), etc. You can even set options like Read Receipts if you like.
- 2. Click the File tab of the message and click Save As.
- Click the drop-down beside the Save as type: field and choose Outlook Template (*.oft). Leave the location alone – you will want to use the default so that Outlook can easily find it later. However, the template will only be saved on the current computer. Give the template an easily recognizable name – type it in the File Name field.

- → ✓ ↑ Inis PC > Documents		~	5	Search Documents	
Organize • New folder				•	?
 Snagit Teams This PC 3D Objects Desktop Downloads Music Pictures Yetures 	A templates	Date modif 5/23/2022 5/25/2022 5/25/2022 5/25/2022 5/17/2022	ied 1:39 PM 7:48 PM 9:20 AM 8:17 AM 10:36 AM	Type File folder File folder File folder File folder File folder	3
Windows (C.) Standard (C.) Standard (C.) Save as type: Outlook Message Format	Email - Unicode				

4. Click Save. Close the message and do not save it.

Use an Outlook Template

- 1. Click Mail. On the Home tab, select New Items from the New group.
- 2. Click More Items and then click Choose Form....

New terns	Meet Schedule Now Meeting * E-mail Message Appointment			
58	Meeting			
÷.	Group			
8=	Contact			
2	Task			
	E-mail Message <u>U</u> sing	Þ		
	More <u>I</u> tems	۲		Post in This Folder
ų,	Teams Meeting		28	Contact Group
			R	Task Reguest
			₽	Internet Fa <u>x</u>
				Ch <u>o</u> ose Form





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3. In the **Choose Form** dialog box, select **User Templates in File System** from the **Look In:** field drop- down.

Choose Forr	n				×	
Look In: Use	r Templates in File System	~	Browse_	EE 1	11	
C:\Users\rholl	oway\AppData\Roaming\Microsoft	\Templates*.of	t			
Microsoft Of	fice Email Template					
Display name: File name:				Op Can Advanc	en icel	
Choose Fo	rm	849-C				
Look In: 51 Appointn Pe Contact Or	andard Forms Library andard Forms Library ersonal Forms Library utlook Folders		Browse	9	11 m	1
Distributi St Journal EUS Meeting In Message	andard Templates er Templates in File System box					
Note Post Standard De Task	efault					
lask keques	A.					
Display nam	e: Appointment			_	Oper	n
				_	Cano	el
					Advance	d>:

- 4. Click the template you wish to use and click the **Open** button.
- 5. Your saved template will generate a new e-mail form with the information you saved in the template. Add any e-mail addresses or other information and click **Send**.

Find Data in Outlook

It does absolutely no good to put things into Outlook if you cannot find them later. These next few sections will step you through the various features that allow you to search for your Outlook Data.

Use Instant Search

The **Instant Search** feature at the top of your item list provides a simple, unified search interface that is the same across all the Outlook folders.

All	Unread	Search Current Mailbox (Ctrl+E)	2	Current Mailbox	*

No matter which folder you are in, Outlook will start display search results as you type in the Instant Search box, automatically filtering out older results when there are many items. By default, Outlook searches only the folder that you have open, but this setting can be changed. This default configuration should work in most circumstances; however,



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you might need to adjust some things to optimize your results.

To configure **Instant Search**, click the **File** tab, **Options**, and **Search** to display the **Search** page of the Options dialog box.



Search Options Available

- To have Outlook show you search results as you type, select When possible, display results as the query is typed. If this option is cleared, Outlook does not start searching until you click Search or press Enter.
- When your search has many results, Outlook 2019, by default, limits the number of items it displays by filtering for the most recent. To view all results of your searches, no matter the number, clear the **Improve search speed by limiting the number of results shown** check box.
- To have Outlook highlight your search terms where they appear in the results, select **Highlight search terms in the results.** You can also set the highlight color.
- If you want Outlook to search mail items that have been moved to the **Deleted** Items folder but not yet actually deleted, select Include messages from the Deleted items folder in each data file when searching in All Items.
- To set the default scope of Instant Search, under **Include results only from**, choose either **Current folder** or **Current mailbox**. This may be a setting that you turn **on** or **off** depending on your needs. More than likely, it will remain **off** most of the time.



Perform an Instant Search (WIth the Default Settings)

- 1. Click in the **Instant Search** box for the folder you are in and type your search text. Outlook will display the results as you type, with the search terms highlighted.
- 2. To narrow the results, type more text. To widen the results, delete some text.
- 3. To clear the search and start over, click the **X** to the right of the Instant Search box.

```
All Unread EndNot
```

- EndNote X Current Mailbox 👻
- 4. To repeat a search that you have performed recently, click in the **Instant Search** box to display the **Search** tab, and choose **Recent Searches** on the ribbon.

Search	🛛 🖓 Tell	me what you	want to do							
m Subject Att	Has tachments	Categorized	Inis Week Inis Week Inis Sent To ▼ Inis Of The Sector Of	c Ŧ	Impo ► Flagg ► Impo ► More	ed rtant	Recent Searches •	Search Tools •	Close Search	
		Refine					End	lote		
Search Current	Mailbox (C	Etrl + E)			ρ	Currer	alfre	d		
	SUBJECT			REC	EIVED	SI C	tech	nology le	arning ce	nter
							hasa	ttachmer	nts:yes	

NOTE

Remember that searches also look in an item's attachments. This means that sometimes a search may include an item that does not seem to belong – the search term may be contained in the attachment.

5. To refine your search, click in the **Instant Search** box and take notice of the items in the Ribbon.

					Search Too	ols						Inbox -
File	Home	Send / Receive	Folder	View	Search	♀ Tell	me what you	ı want to do				
All Mailbox	Current Kes Mailbox Sco	Current Folder Subfolders All Outlook Items	Include Older Results	From	Subject	Has Attachments	Categorized Refine	Inis Week → Inis Week → Inis Sent To → Unread	 Flagged Important More * 	Recent Searches * Optic	Search Tools •	Close Search Close

The **Refine** group on the **Search** tab will show you several extra fields that you can search within to refine your results. Each type of folder will display its own commonly used fields for that type of folder, so each one will show a different list of fields by default. You can also add fields to allow your searches to give you exactly the data you want.

Find and Organize with Search Folders

Functionally, a **search folder** is not really a folder at all, but rather a special view that functions like a separate folder. In effect, a search folder is a saved search. You specify conditions for the folder and Outlook displays those messages that meet the conditions in that search folder view. The messages continue to reside in their respective folders, although they appear to have been moved to the search folder.





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There is a Search Folders branch of the Folders List which contains a few default search folders, such as:

Search Folders		Categorized Mail shows all measures that have estagories
Categorized Mail	•	Categorized Mail – shows all messages that have categories
Fax		assigned to them
Large Mail		Inread Mail - shows all messages that are upread
Missed Calls	•	Oneau Man - Shows an messages that are unreau
Missed Conversations 1	•	Large Mail – shows mail larger than 100 KB
Unread Mail 104		
Voice Mail		

These default folders can be customized by right-clicking on the folder and choosing **Customize This Search Folder** to open the Customize dialog box where the criteria can be modified.

Create a New Search Folder

1. Right-click **Search Folders** in the Navigation Pane.

Search Folder	New Search Felder
Categorizer	New Search Folder

2. Choose **New Search Folder**. The New Search Folder dialog box opens, offering several pre-defined search folders.



3. Choose one from the list and customize it or choose **Create a custom Search Folder** at the bottom of the list and create your own.

Ne	w Search Folder	×
Se	lect a Search Folder:	
	Mail from specific people	^
	Mail sent directly to me	
	Mail sent to public groups	
	Organizing Mail	
	Categorized mail	
	Large mail	
	Old mail	
	Mail with attachments	
	Mail with specific words	
	Custom	
l	Create a custom Search Folder	
Ľ		Y
Cu	stomize Search Folder:	
т	o specify criteria, click Choose,	
	Choose	
	OK Cancel	



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Quick Reference: Time Management & Sharing

Use Advanced Find

Outlook still provides the **Advanced Find** feature as it has for quite some time now. This feature allows for advanced searches requiring multiple search conditions.

- 1. To open the **Advanced Find** dialog box, click the **Instant Search** box.
- 2. Click the **Search Tools** tab, **Search Tools**, and click **Advanced Find**. You may also use the key combination of CTRL+Shift+F

	🍬 Advanced Find —	
	Look Messages v In: Inbox	Browse
	Messages More Choices Advanced	Find Now
	Search for the word(s):	Stop
	In: subject field only	New Search
	From Sent To	
Searches Tools Search	Where I am: the only person on the To line	Q
Optio 🔊 Indexing Status	Time: none 💌 Anytime 💌	Ť
ent Mailbox 📴 Locations to Search 🕨		
🕅 Advanced <u>F</u> ind		
ی Search <u>O</u> ptions		

This dialog box can be used to search for any type of Outlook item using multiple search conditions. The options found in the dialog box will change based on the type of item that you select in the **Look For** drop- down box.

