

Outlook Classic

Five Quick Tips



Webinar Companion Handout

Highlights in the History of Outlook¹

Outlook was originally available as an add-on for Exchange mail.

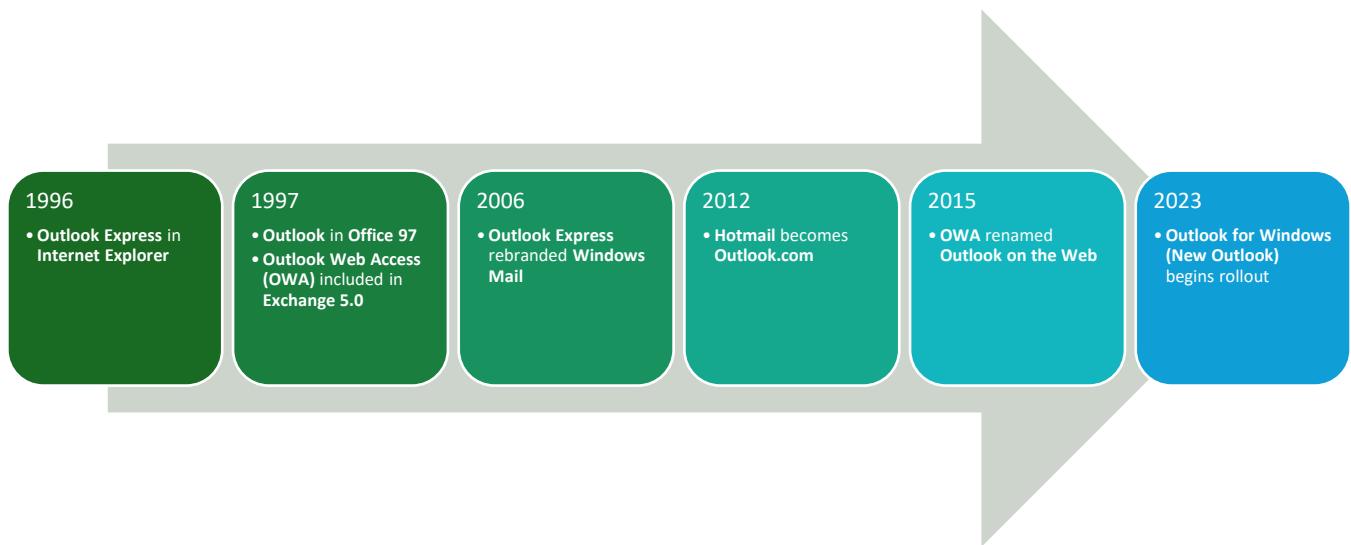
It was initially introduced to the public with **Office 97**.² Since then, Microsoft has continued to make updates to the software.

Here are some highlights:

- Although a different product, **Outlook Express** is usually considered a part of the Outlook family. It was included with Internet Explorer beginning in 1996.
- With the release of **Windows Vista** in 2006, the built-in mail client was rebranded as **Windows Mail**.³
- Microsoft's free webmail offering was rebranded **Outlook.com** in 2012.
- **Outlook on the Web** began its life as **Outlook Web Access (OWA)** with the release of **Exchange 5.0**. In **August 2015**, it was renamed Outlook on the Web.⁴
- In 2022, as a part of its One Outlook strategy, Microsoft began to preview a replacement for Windows Mail and Calendar apps known as **Microsoft Outlook for Windows** or new Outlook.⁵



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)



The original desktop experience is now referred to as **Classic Outlook** and will also migrate to **New Outlook**.

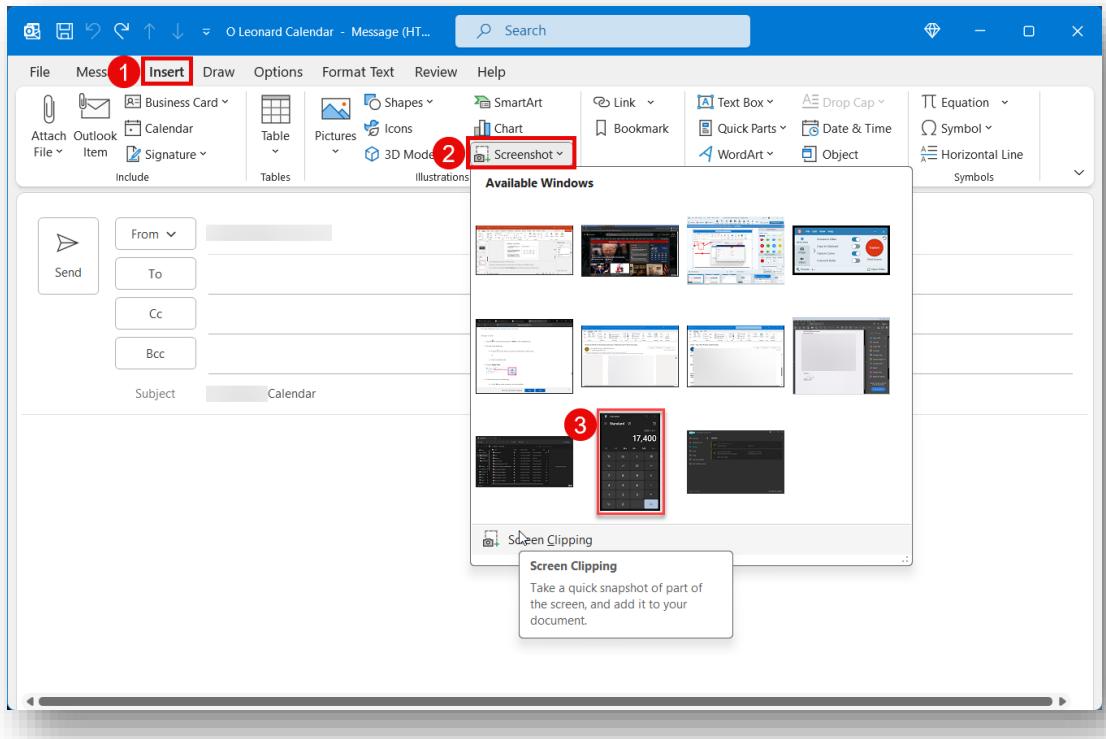


Tip #1: Attach Screenshots

During our workday, we often need to provide screenshots. You can quickly send a screenshot directly in Outlook without leaving the application.

1. Go to the **Illustration** group on the **Insert** tab.
2. Choose the **Screenshot** button.
3. Select the screen that you would like to share.

You can use the same steps to add a screenshot in **Microsoft Word** and **Excel**.⁶



If you're not in Outlook, there are other ways to take a screenshot. Check out these support links to learn how to take screenshots in Windows 10, MacOS, on Mobile, and using many common web browsers:

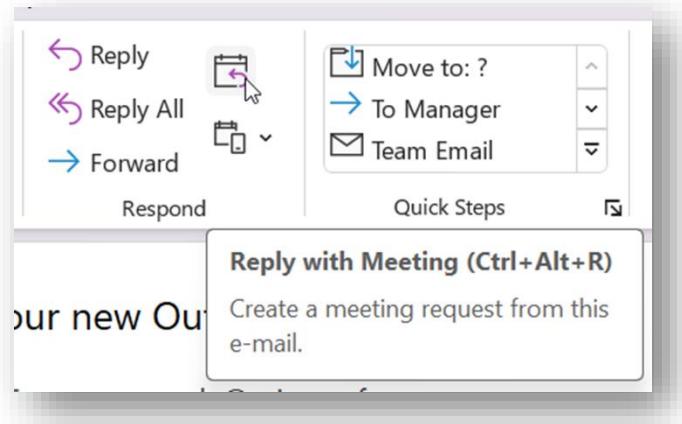
- Windows: <https://www.tomsguide.com/how-to/how-to-screenshot-on-windows-10>
- Mac: <https://support.apple.com/en-us/102646>
- Mobile: <https://www.cnet.com/tech/mobile/how-to-take-a-screenshot-on-any-phone-android-iphone-11-samsung-galaxy-motorola/>
- Chrome: <https://www.computerworld.com/article/3408017/capture-screenshots-chrome.html>
- Edge: <https://www.howtogeek.com/719285/how-to-take-full-page-screenshots-in-microsoft-edge/>
- Firefox: <https://support.mozilla.org/en-US/kb/take-screenshots-firefox?redirectslug=firefox-screenshots&redirectlocale=en-US>
- Safari: <https://eshop.macsales.com/blog/76508-take-a-screenshot-of-an-entire-webpage/>



Tip #2: Reply with Meetings

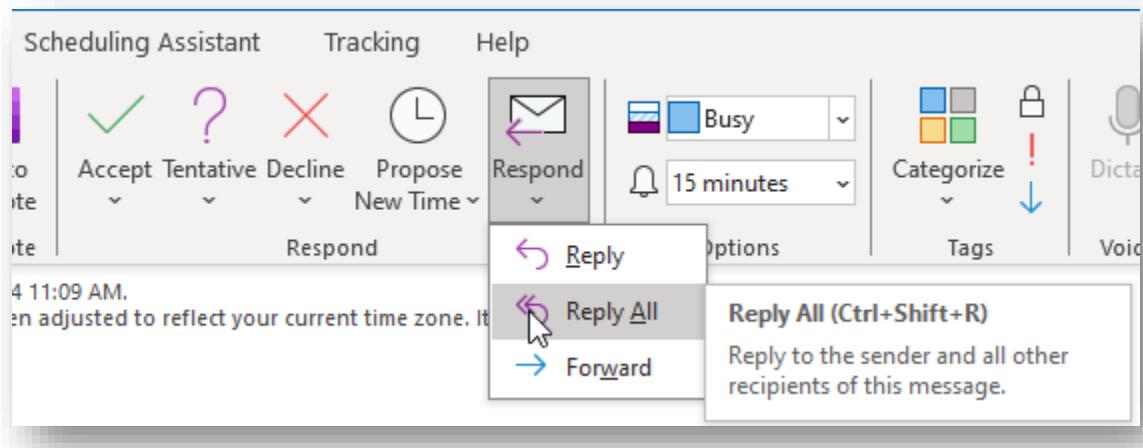
You can quickly create a new meeting by choosing **Reply with Meeting** to respond to a message.

You will have the same options as when creating a new meeting from scratch with the added benefit of having the original email included in the body of the message for context.



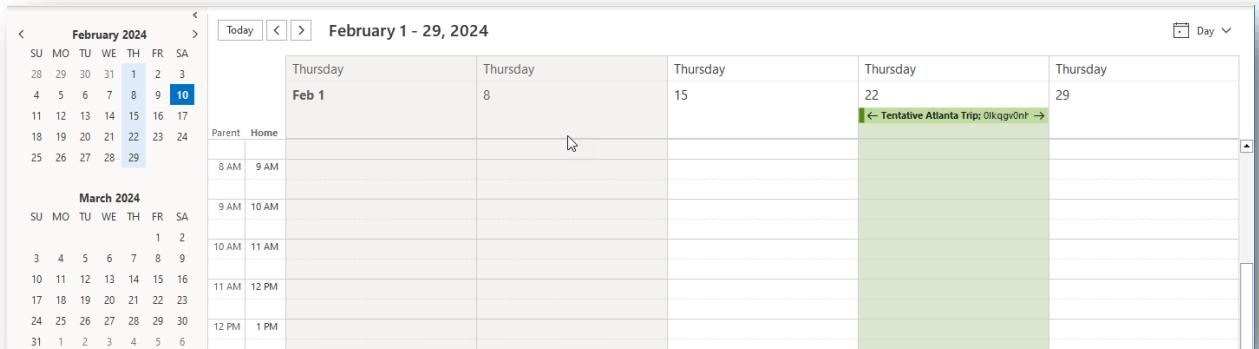
You can use this tip along with the ability to reply to meetings to keep all related correspondence in a single email chain.

Go to the **Respond** group of the **Meeting** tab of your Outlook meeting and select **Reply** or **Reply All** from the **Respond** drop down menu.

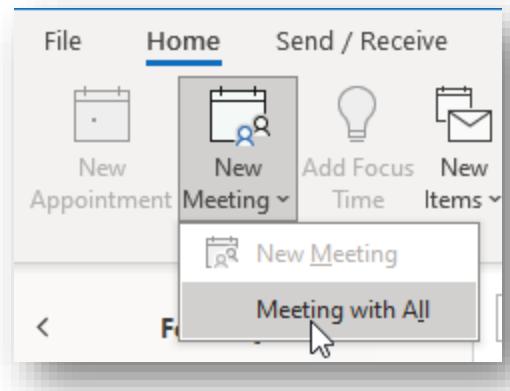


Tip #3: Select Non-Consecutive Calendar Days

In addition to the default **Day**, **Work Week**, **Week**, **Month**, and **Schedule** views in Outlook, you can use **CTRL + click** to temporarily create a new view of non-consecutive days.



If you are using this tip to schedule a meeting with a group using Shared Calendars, once you've found a time that works for everyone, in some versions of Outlook, you can quickly schedule a meeting by selecting **Meeting with All** from the **New Meeting** drop down menu in the **New** group of the **Home** tab.



Tip #4: Use Keyboard Shortcuts



You can use keyboard shortcuts to easily switch between views or to create new items in Outlook. Here is a chart of some of the most common keyboard shortcuts:

Item Type	Folder View	Create New
	CTRL +	CTRL+SHIFT+
Common Features		
Mail	1	M
Calendar	2	A
People	3	C
Tasks	4	K
Other Features		
Notes	5	N
Journal	8	
Post		S

For a more comprehensive list of Outlook's keyboard shortcuts, check out the link to the Microsoft Website:

[Keyboard shortcuts for Outlook](#)

If you also use another email program, they most likely have keyboard shortcuts you can use for improved navigation.

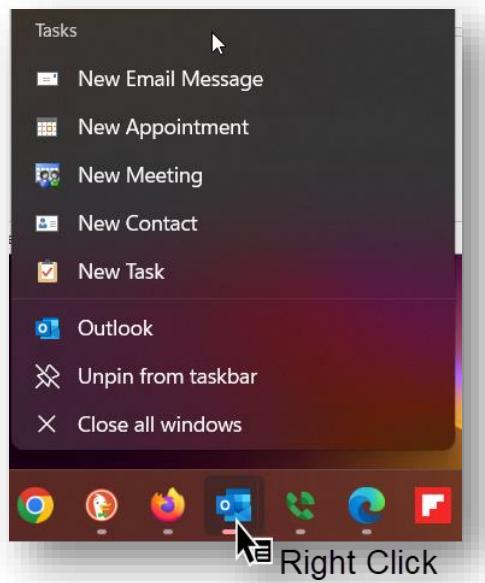
Here are links to some of the most popular programs:

- Gmail
<https://support.google.com/mail/answer/6594?hl=en&co=GENIE.Platform=Desktop>
- Yahoo!
<https://help.yahoo.com/kb/SLN3579.html>
- Mail on Mac
<https://support.apple.com/guide/mail/keyboard-shortcuts-mlhlb94f262b/mac>

If you use Outlook on the Web, you can extend this step even further by setting the keyboard shortcuts to mirror those in Outlook⁷.

Tip #5: Create New Items Using the Taskbar Icon

You can also create each of the common Outlook items by right clicking on the Outlook icon in the Windows Taskbar or Start Menu.



Rainwater Growth, LLC

Rainwater Growth is your source for quality, affordable training, and research. Our mission is to provide free and low-cost training for individuals, small businesses, and non-profits.

Check out our website to read our blog to learn and explore sources of free and low-cost training, to invest in custom training, or to get a quote for technology research.

Website: <https://www.rainwatergrowth.com>

You can also join one of our **Meetup** groups to learn about upcoming free training courses from a variety of vendors.

- [DMV Tech Upskilling](#)
- [Upskilling in the ATL](#)

On our **Eventbrite** page, you can find out about our upcoming interactive live training classes.

<https://rainwatergrowth.eventbrite.com>

Finally, you can follow us on **Flipboard** or **LinkedIn** to catch-up on the latest tech news and tutorials.

- **Flipboard:** <https://flipboard.com/@RainwaterGrowth>
- **LinkedIn:** <https://www.linkedin.com/company/rainwater-growth-training-and-consulting/>



Additional References

¹ [Microsoft Outlook Guide: History, Origin, and More](#)

² [History of Microsoft Outlook](#)

³ [Outlook Express - Wikipedia](#)

⁴ [Outlook on the web - Wikipedia](#)

⁵ [Getting started with the new Outlook for Windows - Microsoft Support](#)

⁶ [Insert a screenshot or screen clipping - Microsoft Support](#)

⁷ [Keyboard shortcuts for Outlook on the Web, OWA and Outlook.com - MSOutlook.info](#)