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Three-Part Series: 5 Quick Tips



Outlook Classic



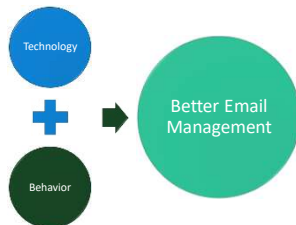
Outlook on the Web



Email Management

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Email Management



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Five Tips for Email Management



Use Search Folders



Use Quick Steps



Use Quick Parts



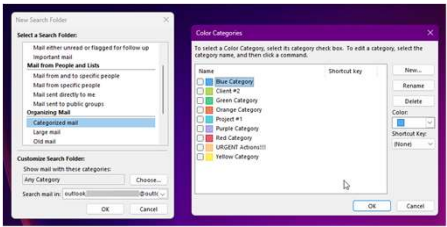
BLUF your subject



Automate!

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Tip #1:
Use Search Folders with Categories



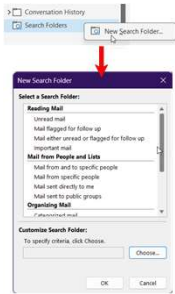
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Search Folders

You can create permanent searches by using Search Folders.

- To create a New Search Folder...
1. Right click on Search Folders
 2. In the New Search Folder dialog box that appears, select the type of Search Folder you would like to create.
 3. Click OK.

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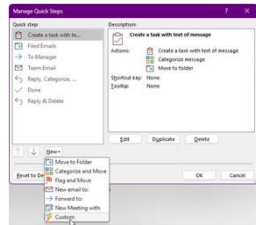


Tip #2:
Use Quick Steps

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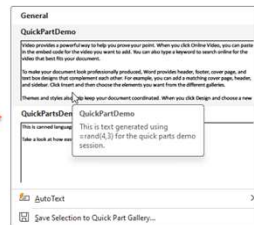
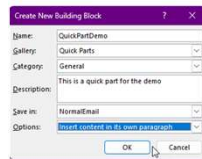
Quick Steps

- Quick Steps allow you to automate common tasks.
- By default, you can quickly move, forward, reply, and delete messages as well as clear flags.
- You can create custom Quick Steps by using New dropdown and selecting Custom.
- There are 24 options under 6 headings to choose from!



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Tip #3: Use Quick Parts



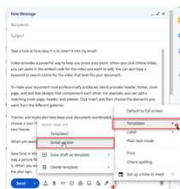
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Use Templates in OWA and Gmail

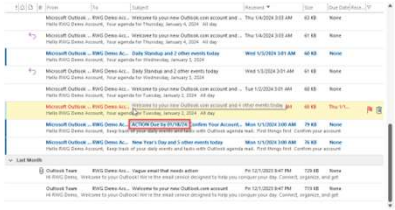
OUTLOOK ON THE WEB



GMAIL



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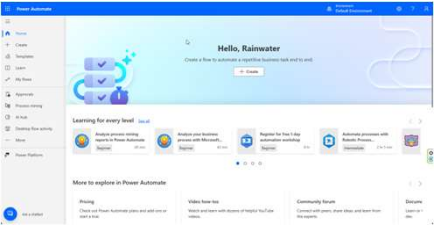
Tip #4:
BLUF your
subject lines

BLUF =


- B: Bottom
- L: Line
- U: Up
- F: Front

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Tip #5:
Automate!





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Put it into
Action!

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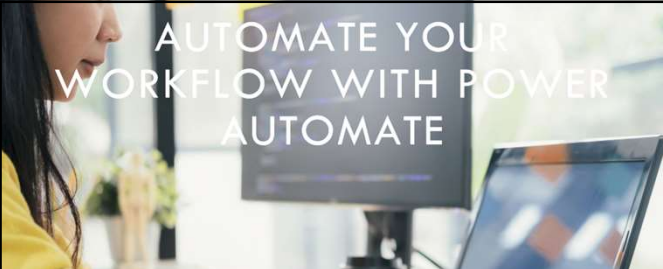
 Overview of Outlook

 Moving Beyond Classic

 Tips and Tricks to Control Email Chaos

Managing Email Using Outlook


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AUTOMATE YOUR
WORKFLOW WITH POWER
AUTOMATE

Overview of Power Automate

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Thank you!

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