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Three-Part Series: 5 Quick Tips



Classic Outlook



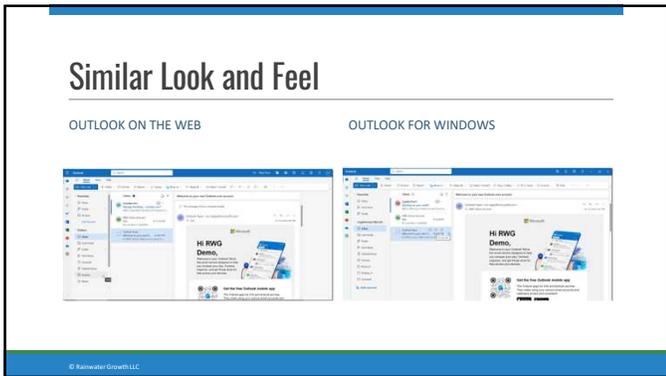
Outlook on the Web

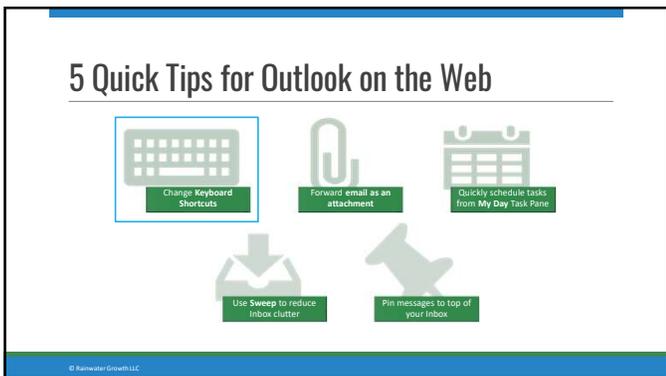


Email Management

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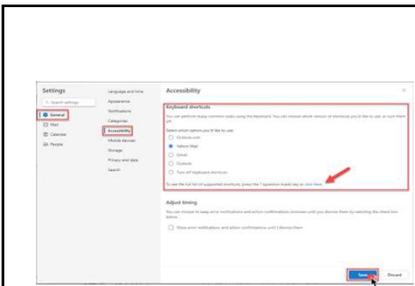






Tip #1:
Change Keyboard Shortcuts

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Change Keyboard Shortcuts

1. Go to Settings.
2. Click General.
3. Select Accessibility.
4. On the Accessibility page, under Keyboard Shortcuts select the Option you would like to use.
5. Click Save.
6. Close Settings.

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Keyboard Shortcuts for Common Email Apps

Keyboard Shortcuts for Outlook

<https://support.microsoft.com/en-us/office/keyboard-shortcuts-for-outlook-3cdeb221-7ae5-4c1d-8c1d-9e63216c1e1d>

Keyboard Shortcuts for Gmail

<https://support.google.com/mail/answer/65947h1ee&co=GENIE.Platform=Desktop>

Keyboard Shortcuts for Yahoo!

<https://help.yahoo.com/kb/SLN3579.html>

Keyboard Shortcuts in Mail on Mac

<https://support.apple.com/guide/mail/keyboard-shortcuts-mihb94f262b/mac>

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**Tip #2:
Forward Message
as an Attachment**

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Forward Message as an Attachment

1. Click the ellipsis (...) for **More Actions**.
2. Select **Other reply actions**.
3. Select **Forward as Attachment**.

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Do You Use
the
1-3-5 Rule?

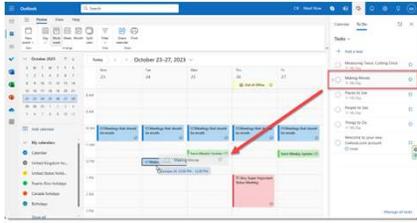
How Does It Work?

To maximize your productivity, each day focus on:

- 1 Large Task
- 3 Medium Tasks
- 5 Small Tasks

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Tip #3: Schedule Tasks from My Day

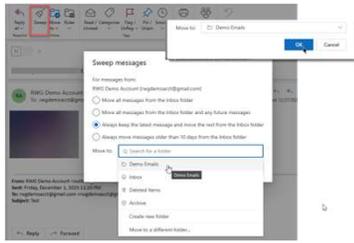


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Tip #4: Use Sweep to Reduce Inbox Clutter



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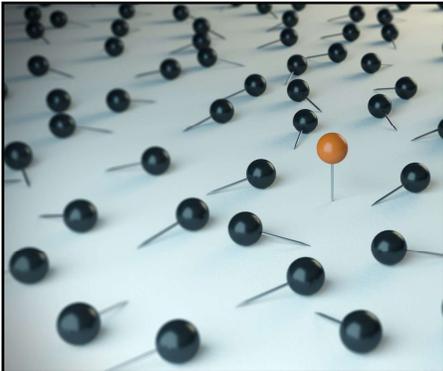


Tip #5: Pin Messages

1. Select a message.
2. Select **Pin** from the **Tags** group of the **Home** tab of the Ribbon.

-OR-

1. Hover over a Message
2. Select the Pin symbol. 



Managing Email Using Outlook

Long Classes:

- Overview of Outlook
- Outlook on the Web (03/14/24)
- Outlook Tips and Tricks

Short Classes:

- Classic Outlook Canvas
- Common Features (coming soon!)
- Five Overlooked Features



OUTLOOK ON THE WEB

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Questions?

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