



Get Control of Email!™

Outlook® Email Tech Tips!

Power Drafting

1. Create new email
2. Enter the necessary information to create your Power Draft
3. Select *File*, then *Save* to keep Power Draft in your Draft Folder
4. Use *Control C*, *Control V* to copy & paste new Power Draft

Manage Interruptions: Disconnect Ding

1. From Outlook select *Tools/Options*
2. Click on *Email Options*
3. Click on *Advanced Email Options*
4. Uncheck the appropriate boxes

Manage Interruptions: Send/Receive Schedule

1. From Outlook select *Tools/Options*
2. Click on *Mail Setup* tab
3. Click on *Send/Receive* button
4. Change the time Interval to 30 minutes

Manage Interruptions: Filter with Folders

1. From Outlook Inbox right click on an email
2. Select *Create Rule*
3. Place check mark in the first box
4. Click *Select Folder* to designate where this email is to go

Use Colors to Prioritize Senders

1. From Outlook select *Tools/Organize*
2. Select *Using Colors*
3. Select sender and assign color
4. Click on *Apply Color*

Mailbox Cleanup Tool

1. From Outlook select *Tools/Mailbox Clean Up*
2. Check *Find Items larger than 250kb* and select *Find*
3. Use *Shift-Delete* to permanently zap all items

Make Drop Down Menus Fully Visible

1. From Outlook select *View/Toolbars/Customize*
2. Check *Always show full Menus*

Move cc: Email to Separate Folder

1. Click on *Tools/Rules and Alerts/New Rule*
2. Check *Move Messages from Someone to a Folder and Next*
3. Check *Where My Name Is in cc Box*
4. Check *Move It to a specified folder*
5. Click on *specified folder* and select or create one
6. Click on *Finish*

Turn Email into Contact

- Click and drag email into Contact Folder

Make a 'Read' email into an 'Unread' email

- Highlight email and click on *Control U*

Turn on Spell Checker

- Select *Tools/Options/Spelling*

Add Fields to Inbox

1. Right Click on Inbox Header Line (From, Subject, etc.)
2. Select *Field Chooser*
3. Click and Drag Additional Fields to Header

Delay Send by 2 Minutes —The Career Saver

1. Click on *Tools/Rules and Alerts*
2. Select *Check Messages After Sending*
3. Click *Next* twice
4. Click *Yes* then you get this message: "This rule will fire for all outgoing mail."
5. Set to defer delivery by 2 minutes
6. Select *Finish*

info@infoexcellence.com for more info on these seminars

- *Get Control of Meetings™!*
- *Get Control of Info!™(File & Find It Fast)*
- *Get Control of Outlook!®*
- *Get Control of Your BlackBerry!®*



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Lotus Notes®

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Manage Interruptions: Filter with Folders

1. For any low priority email right click or select *Tools/ Create QuickRule*
2. Select create *QuickRule* and check *When Sender*
3. Check *Move to Folder* and click *Select/Choose*
4. Or *Create Destination Folder* and click *Ok*

Manage Interruptions: Disconnect the Ding

1. From toolbar select *File/Preferences/User Preferences/ Mail*
2. Under *Receiving*, check box for new mail and enter 30 in the minutes field
3. Under *When New Mail Arrives* uncheck the box that says *Play a sound*

Delivery Options (Adjust Send/Receive Schedule)

1. From any outgoing email select *Delivery Options*
2. Check *Return receipt* to get a delivery receipt or
3. Check *Prevent copying* to prevent your email from being forwarded or copied.
4. Check *Auto spell-check* to check spelling before an email is sent

Using Tools-Preferences

1. Select *Tools/Preferences/Mail:*
2. Check box under *Spell Checking* to auto check outgoing email
3. Check *Signature* to create auto-signature
4. Select *Colors* to color code important senders enter last name, first name/Select color
5. Select *Calendars & To Do/Change meeting minutes to 50*

BlackBerry®

Inbox Shortcuts

- R = Reply
- F = Forward
- L = Reply All
- C = Compose
- P = Previous Day
- N = Next Day
- T = Top of Page
- B = Bottom of Page
- Spacebar = Page Down
- Shift Spacebar = Page Up

Writing Tips

- Press and Hold to Capitalize
- Space Space = period, 2 spaces and capitalize next sentence
- Go to Options, Autotext, New to create auto phrases
- Go to Options, Spell Check to turn on spelling (Not all Blackberries have this feature)

Surfing Tips

- H = Home page
- K = Bookmarks
- A = Add Bookmark
- T = Top
- B = Bottom
- Space bar = Page Down
- Shift Space bar = Page Up