

# Microsoft Outlook 365 Tips and Tricks

**Solutions for Success Education Series**

Solutions for **Success**



POINT ALLIANCE

# Agenda

- About Point Alliance
- Top 10 Tips and Tricks List
- Upcoming Webinars

# Point Alliance

- Microsoft Gold Partner with 10 Competencies
- 100% Microsoft Certified Team
- [pointalliance.com/companyprofile](https://pointalliance.com/companyprofile)

Microsoft  
Partner

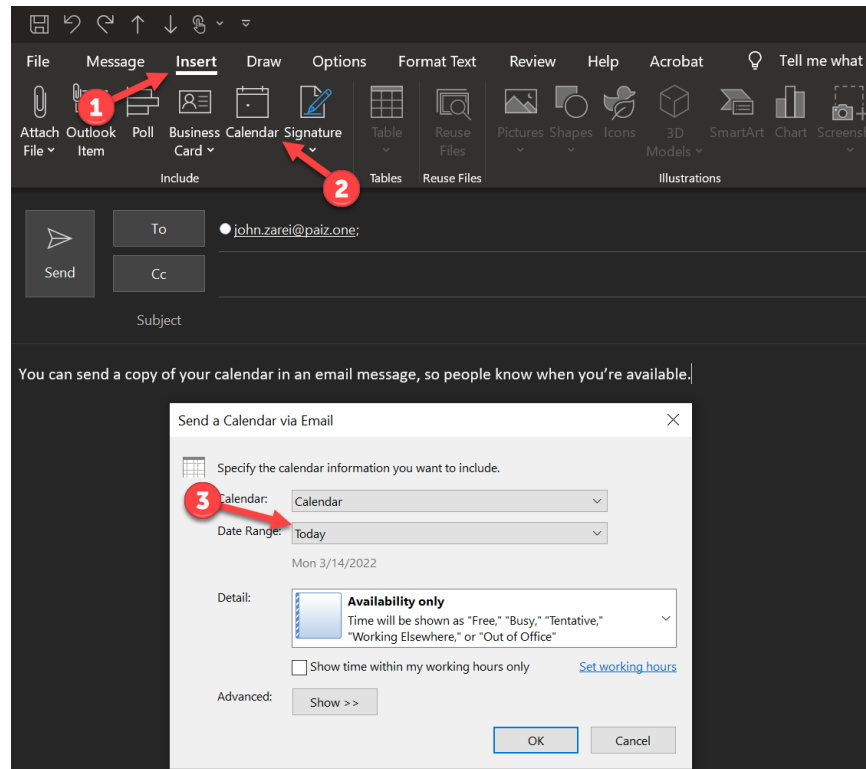


Gold Application Development  
Gold Application Integration  
Gold Cloud Productivity  
Gold Data Analytics

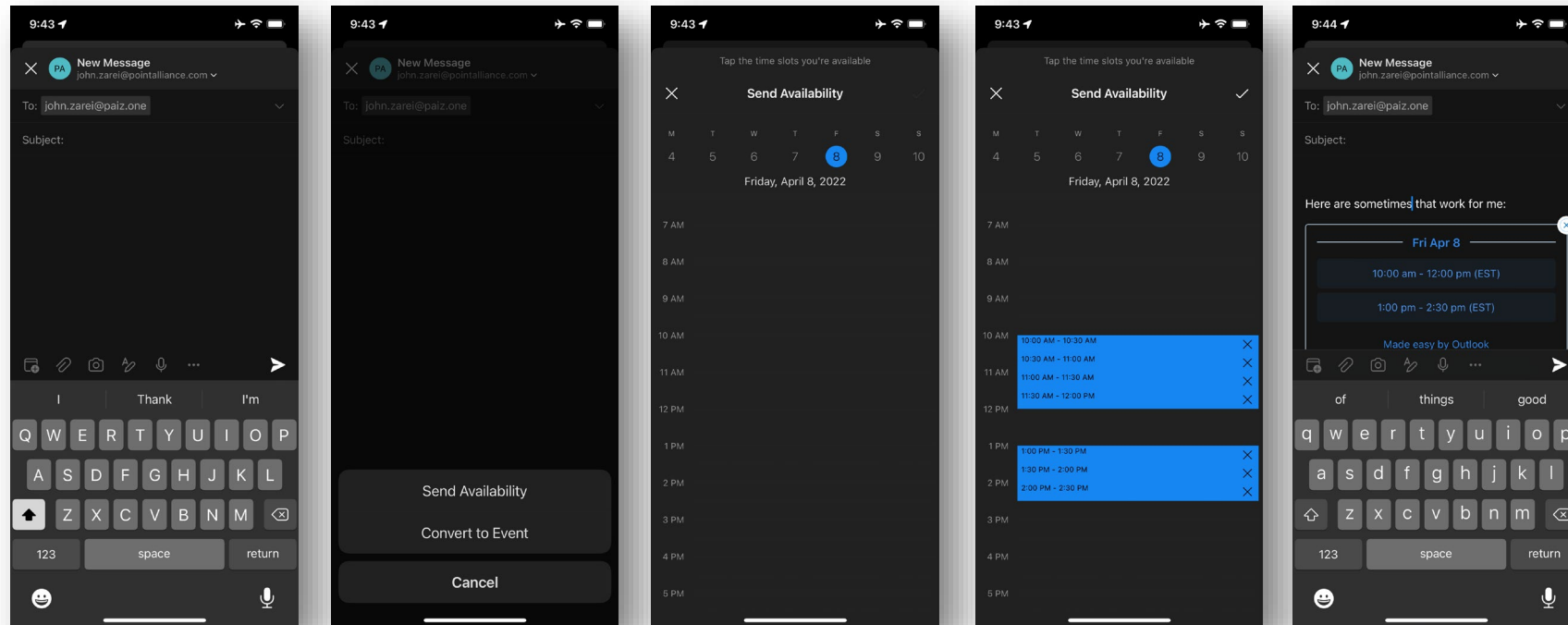


# Send a Calendar via Email

You can send a copy of your calendar in an email message, so people know when you're available.

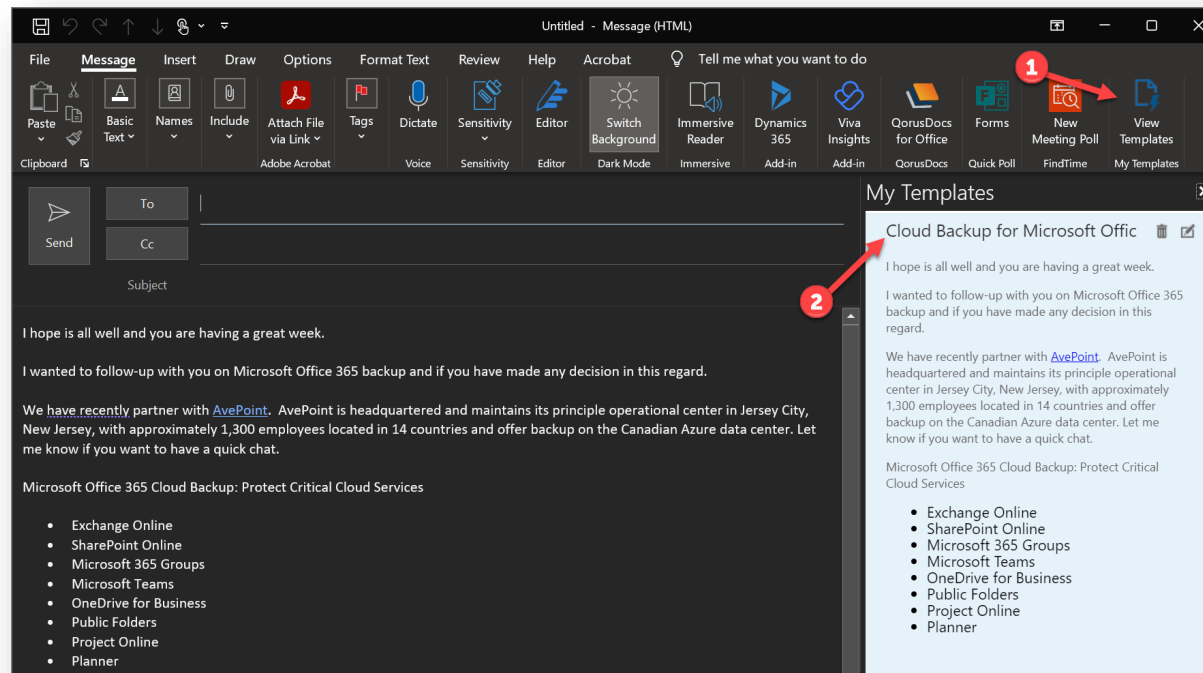


# Send a Calendar via Email (mobile)



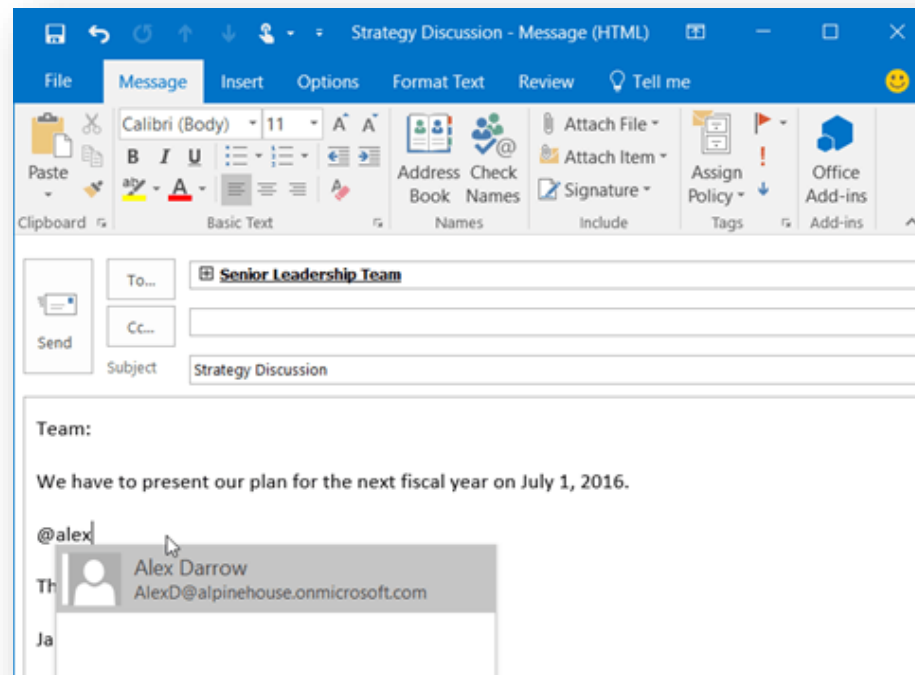
# My Templates

My Templates is an Outlook add-in for email template management.



# @mentions

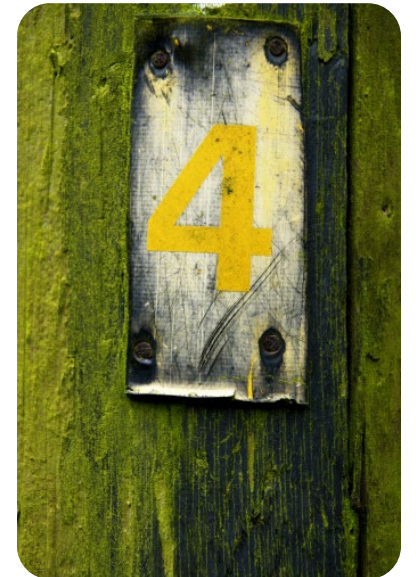
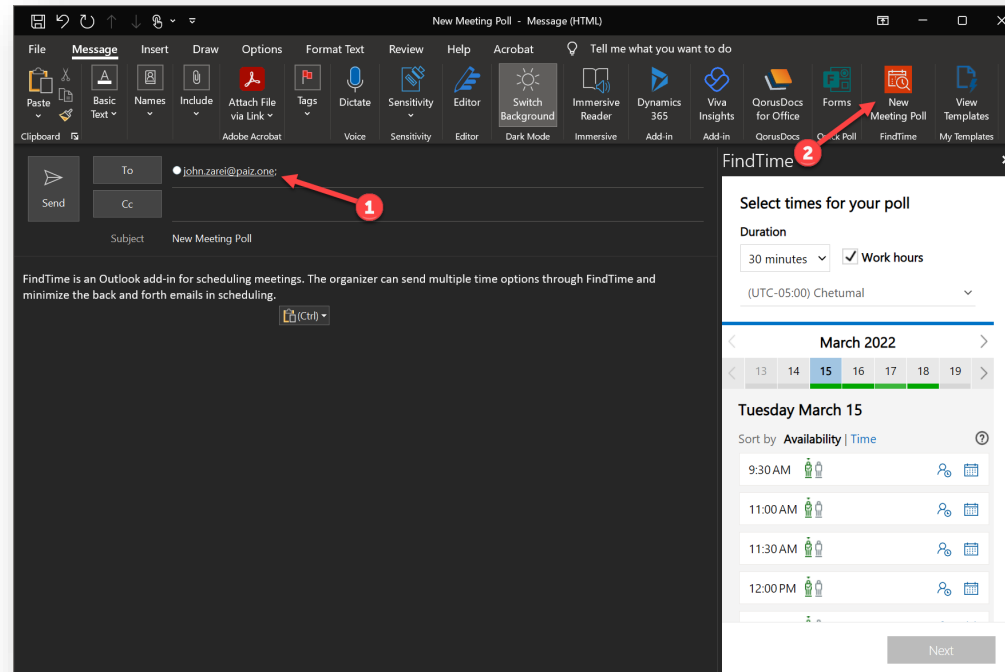
If you'd like to get someone's attention in an email message or a meeting invite, you can type the @ symbol, followed by their name, in the body of the email message or a meeting invite.





# Meeting Poll

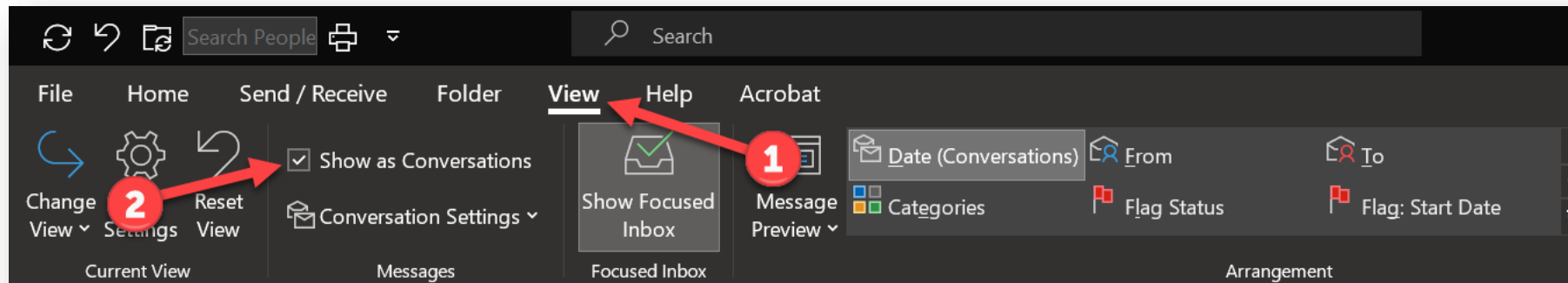
FindTime is an Outlook add-in for scheduling meetings. The organizer can send multiple time options through FindTime and minimize the back and forth emails in scheduling.





# View email messages by conversation

By default, when you add most account types to Outlook, your messages are displayed in Conversations. A conversation includes all messages in the same thread with the same subject line.



# Keyboard shortcuts

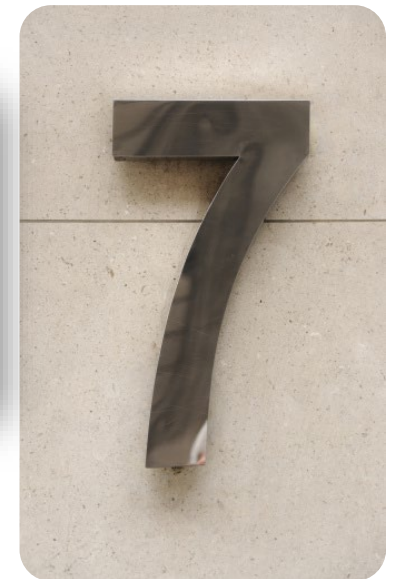
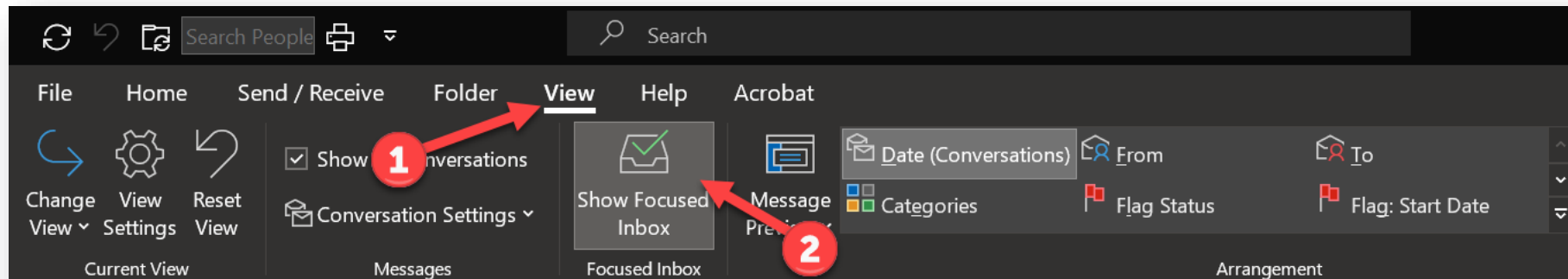
Many users find that using an external keyboard with keyboard shortcuts for Outlook helps them work more efficiently.

To do this	Press
Create an appointment.	Ctrl+Shift+A
Create a contact.	Ctrl+Shift+C
Create a contact group.	Ctrl+Shift+L
Create a fax.	Ctrl+Shift+X
Create a folder.	Ctrl+Shift+E
Create a meeting request.	Ctrl+Shift+Q
Create a message.	Ctrl+Shift+M



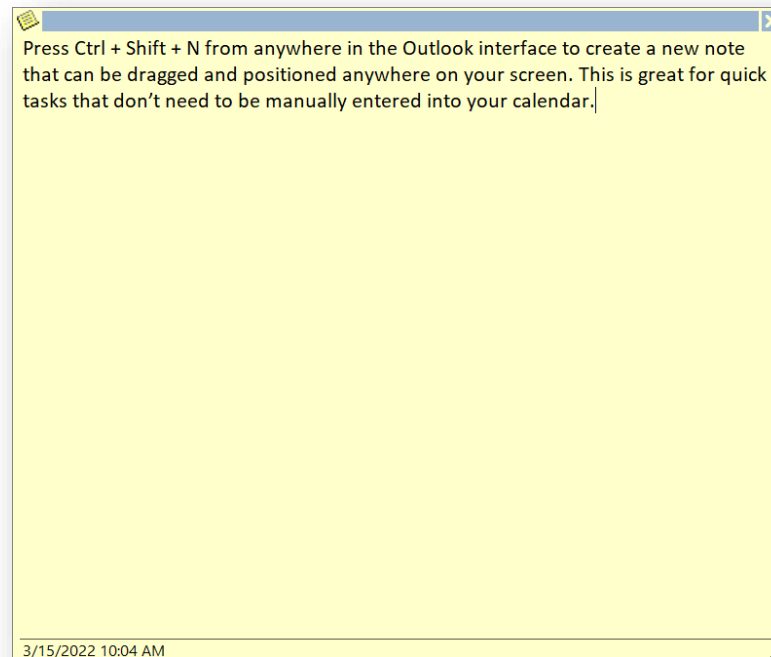
# Focused Inbox

Focused Inbox separates your inbox into two tabs—Focused and Other. Your most important email messages are on the Focused tab while the rest remain easily accessible—but out of the way—on the Other tab.



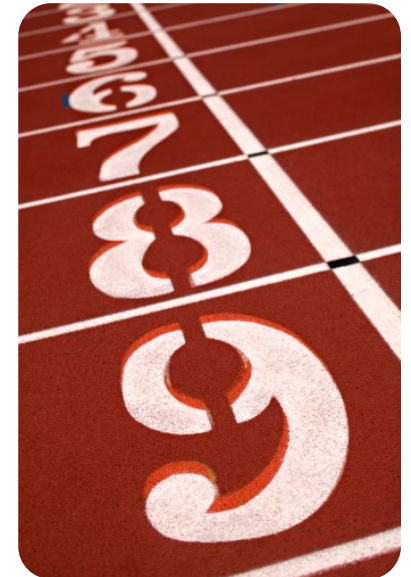
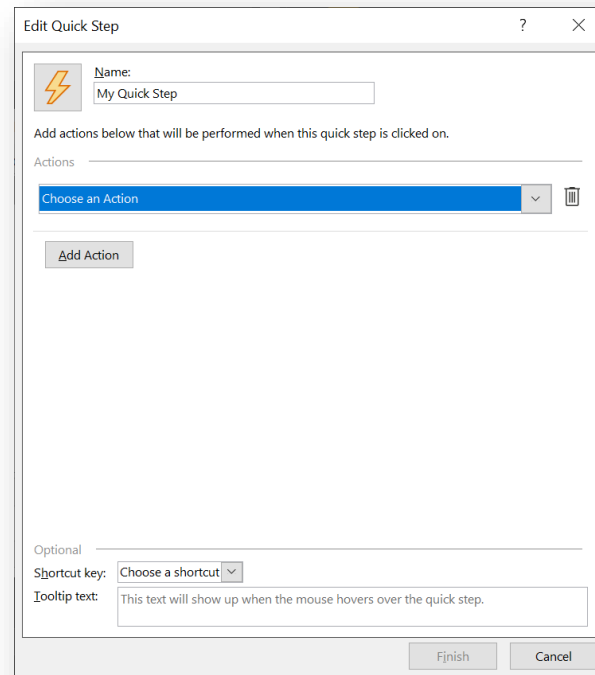
# Sticky Notes

Press Ctrl + Shift + N from anywhere in the Outlook interface to create a new note that can be dragged and positioned anywhere on your screen. This is great for quick tasks that don't need to be manually entered into your calendar.



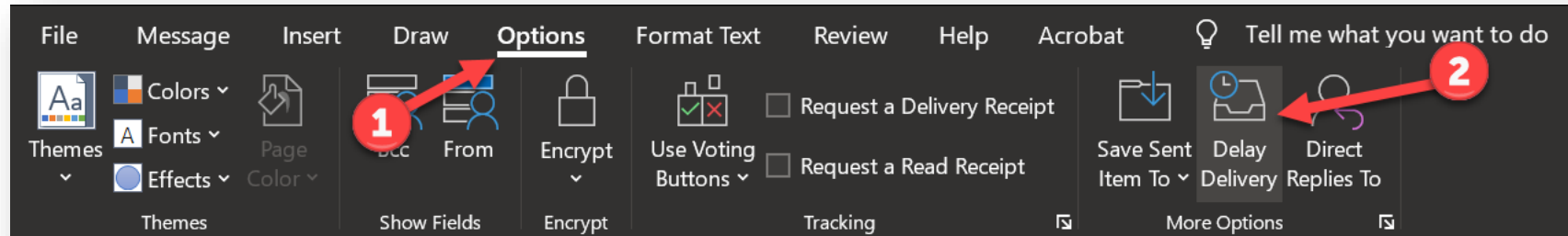
# Quick Steps

- Quick Steps apply multiple actions at the same time to email messages. This helps you quickly manage your mailbox.
- For example, if you frequently move messages to a specific folder, you can use a Quick Step to move the message in one click.



# Delayed Delivery

You can delay the delivery of an individual message or you can use rules to delay the delivery of all messages by having them held in the Outbox for a specified time after you click Send.





# Quick Start Guides

Get up and running quickly with the basic info you need to be productive right away.





# Upcoming S4S Webinars

- Third Tuesday of Each Month
- [pointalliance.com/events](https://pointalliance.com/events)

<b>15</b> MAR 2022 11:30 AM	<b>SOLUTIONS FOR SUCCESS EDUCATION SERIES</b>  Microsoft Outlook 365 Tips and Tricks  🕒 30 MINUTES <a href="#">Read More</a>	<b>19</b> APR 2022 11:30 AM	<b>SOLUTIONS FOR SUCCESS EDUCATION SERIES</b>  DocuSign Microsoft SharePoint Integration  🕒 30 MINUTES <a href="#">Read More</a>
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