

## Outlook Productivity Tips

1. Use coloring for emails – View | View Settings | Conditional Formatting | Add | Font | Condition

[https://www.officetooltips.com/outlook\\_365/tips/conditional\\_formatting\\_in\\_outlook.html](https://www.officetooltips.com/outlook_365/tips/conditional_formatting_in_outlook.html)

2. @Mentions – This is a way to help a recipient identify specific content that applies to them. This will also add their name to the To: field.

This will pick up people in:

- 1) The global address list;
- 2) Your contacts; and
- 3) Your auto-completes (people you have emailed at least once but haven't added to your contacts).

Will also highlight the name for the recipients.

<https://www.youtube.com/watch?v=UO0g1xVFG8Q>

3. Create a folder for common searches – Folder | Search Folder (right click)

Create a custom search folder

Choose criteria

<https://www.youtube.com/watch?v=fNNuvPfZPTQ>

4. Create quick parts for default responses to common issues – Insert | Quick Parts | Save Selection to Quick Part Gallery - Insert | Quick Parts | Save Selection to Quick Part Gallery

<https://www.youtube.com/watch?v=L-PZt5tBlj8>

5. Follow-ups

<https://www.youtube.com/watch?v=Y64kkIDUSC0>

6. Be vigilant about junk mail

Outlook may, by default, move items to junk. For others, you can establish rules to manage junk email

Right-click on email

Hover over 'Junk'

Click appropriate action

Can also unblock senders or domains

<https://www.youtube.com/watch?v=xZ6XLalyfSM>

7. Conversation Clean-up – Gets rid of redundant emails - File | Options | Mail | Conversation Clean Up

<https://www.youtube.com/watch?v=Asx5bwlzX3o>