



Microsoft Outlook



**Microsoft Outlook Tips Workshop**  
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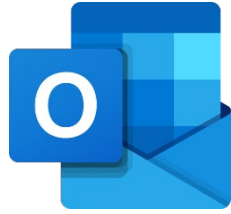


Microsoft Outlook



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Microsoft Outlook



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# Microsoft Outlook Tips



- **What is Microsoft Outlook?**
- **What are the different versions of Outlook?**



# Microsoft Outlook Tips



- **Create a Rule**
- **Quick Steps**
- **Clean Up**
  - **Clean Up Conversation**
  - **Clean Up Folder**
  - **Clean Up Folder & Subfolders**



# Microsoft Outlook Tips



- **Create a Template**
- **Ignore**
- **Out of Office Reply**
- **Copy Email to Calendar**



# Microsoft Outlook Tips



## What is Microsoft Outlook?

**Microsoft Outlook** is an email client and personal information manager. Though primarily an email client, Outlook also includes such functions as calendaring, group scheduling, task managing, contact managing, note-taking and journal logging.





# Microsoft Outlook Tips



## What are the different versions of Outlook?

**Outlook Desktop** is the unofficial name for the desktop version of Outlook that is installed locally on the computer. Outlook Desktop has more features than the online versions (which we will call **Outlook 365** and **OWA**), but for the most part you are able to do the same basic functions in each application.



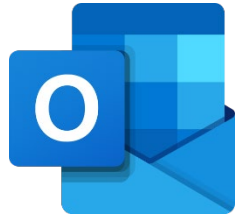


# Microsoft Outlook Tips



## What are the different versions of Outlook?

**Outlook 365** is the unofficial name for the Microsoft 365 version of Outlook that is accessed through our Single Sign-On (SSO) Portal, <https://myapplications.microsoft.com>. Outlook 365 is part of the suite of apps that Riverside Community College District pays for. All RCCD employees get Outlook 365 for free.



# Microsoft Outlook Tips



## What are the different versions of Outlook?

**Outlook Web Access** (or **OWA**) is the official name for the web-based email client version of Outlook. It is marketed as a free version that you can access from any device, but it is the same as **Outlook 365**.



# Microsoft Outlook Tips



## Create a Rule

A **Rule** is an action that Outlook automatically performs on sent or received email messages, based on conditions you specify, such as moving all messages from a specific person into a folder other than your Inbox, or color-coding emails from a specific person such as your boss.



# Microsoft Outlook Tips



## Create a Rule

1. Click the **File** tab.
2. In the right pane, click **Manage Rules & Alerts**.
3. In the **Rules and Alerts** box, on the **Email Rules** tab, click **New Rule**.
4. Under **Start from a blank rule**, click either **Apply rule on messages I receive** or **Apply rule on messages I send**, and then click **Next**.



# Microsoft Outlook Tips



## Create a Rule

5. Under **Step 1: Select condition(s)**, select the conditions that you want the messages to meet for the rule to apply.
6. Under **Step 2: Edit the rule description**, click an underlined value for any condition you added, specify the value, and click **Next**.
7. Under **Step 1: Select action(s)**, check the **perform a custom action** box.



# Microsoft Outlook Tips



## Create a Rule

8. Under **Step 2: Edit the rule description**, click a custom action.
9. In the **Select Custom Action** box, under **Choose an action to be performed**, click an action.
10. To change the default action, click **Change**.
11. Click **OK** to return to the **Rules Wizard** and click **Next**.



# Microsoft Outlook Tips



## Create a Rule

12. Under **Step 1: Select exceptions**, select any exceptions to the rule, and click **Next**.
13. Under **Step 2: Edit the rule description**, click an underlined value for any exception that you added, specify the value, and click **Next**.
14. Under **Step 1: Specify a name for this rule**, enter a name..
15. Under **Step 2: Setup rule options**, check the boxes for the options you want.



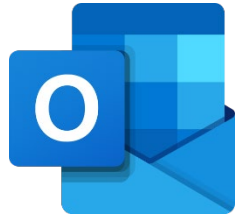


# Microsoft Outlook Tips



## Create a Rule

- To run this rule on messages that are already in the **Inbox**, check the **Run this rule now on messages already in "Inbox"** box.
- The new rule is automatically turned on. To turn off the rule, clear the **Turn on this rule** check box.
- To apply this rule to all email accounts set up in Outlook, select the **Create this rule on all accounts** check box.

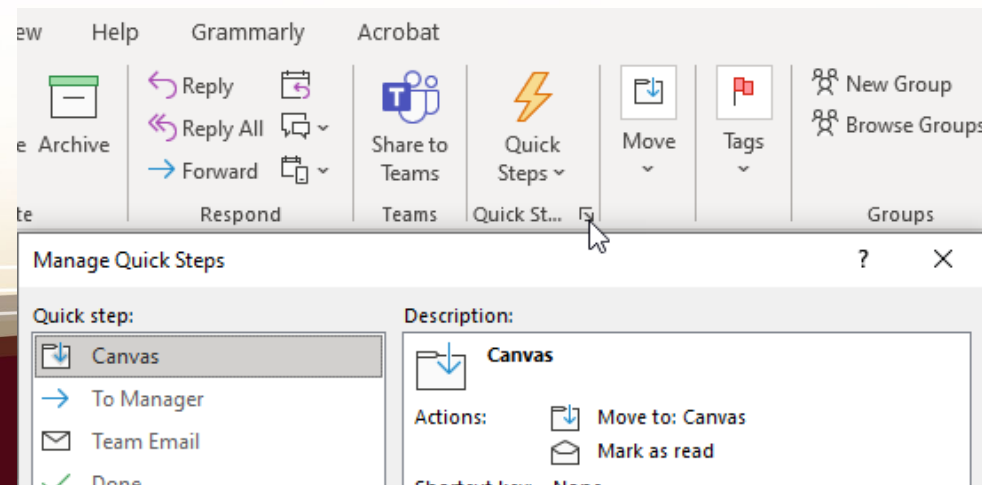
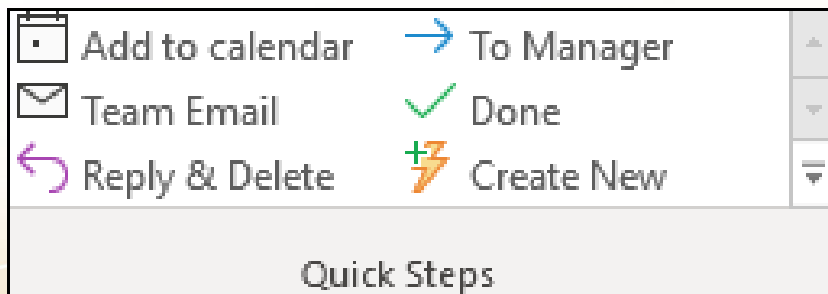


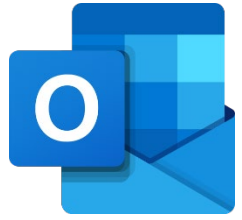
# Microsoft Outlook Tips



## Quick Steps

You can automate common or repetitive tasks with **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.





# Microsoft Outlook Tips



## Quick Steps

### What is the difference between Quick Steps and Rules in Outlook?

Quick Steps are something you act on while Rules function automatically, behind the scenes, according to criteria you specify.

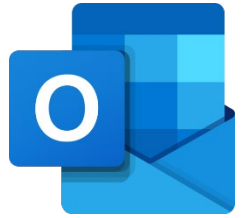


# Microsoft Outlook Tips



## Clean Up Conversation

A **Conversation** (or email thread) is a complete set of email messages from the first message through all the responses. The messages of a Conversation have the same subject.



# Microsoft Outlook Tips



## Clean Up Conversation

For example, when you send a message to someone and then they reply, a Conversation results. In many Conversations, there might be many replies back and forth. Multiple people might reply to different messages in the Conversation.

# Clean Up Conversation

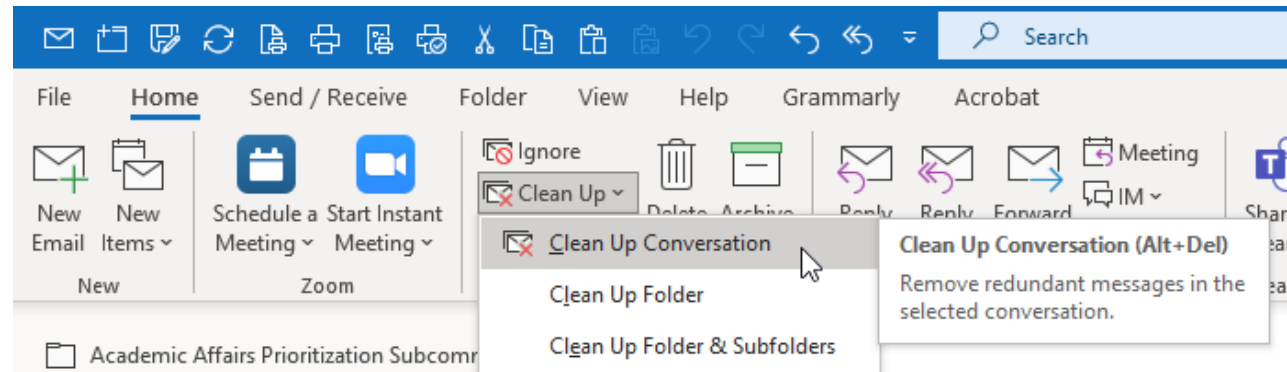
**Clean Up Conversation** removes redundant messages. It evaluates the contents of each message in the Conversation. If a message is completely contained within one of the replies, the previous message is deleted. This is a good tool when you come back from vacation and you have a lot of email threads. You may find an email and reply to it, but it may not be the latest one. Clean Up Conversation will remove all but the latest.



## Microsoft Outlook Tips

# Clean Up Conversation

1. Select any email in the conversation.
2. On the **Home** tab, in the **Delete** group, click **Clean Up**.



## Microsoft Outlook Tips



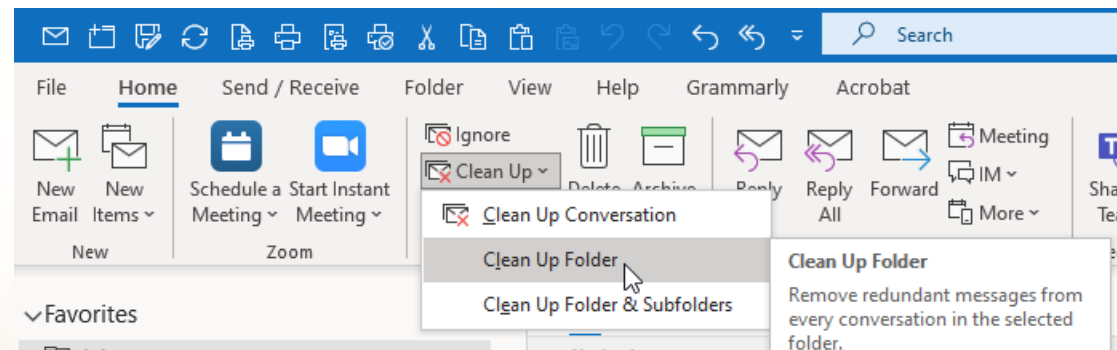


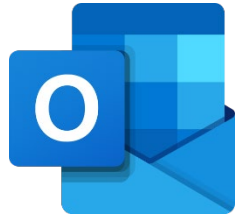
# Microsoft Outlook Tips



## Clean Up Folder

**Clean Up Folder** reviews all conversations in the selected folder, and redundant messages are deleted.



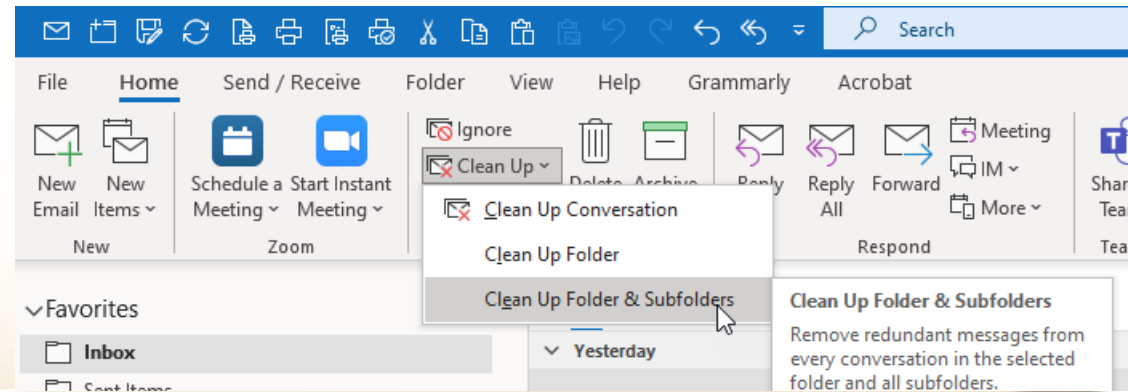


# Microsoft Outlook Tips



## Clean Up Folder & Subfolders

**Clean Up Folder & Subfolders** reviews all conversations in the selected folder and any folder that it contains, and redundant messages are deleted.



# Create a Template

A **Template** in Outlook is used to send messages that include information that infrequently changes from message to message. Compose and save a message as a template, and then reuse it when you want it. New information can be added before the template is sent as an email message.



## Microsoft Outlook Tips



# Microsoft Outlook Tips



## Create a Template

1. On the Home menu, click New E-mail.
  - **Keyboard shortcut:** To create an email message, press CTRL+SHIFT+M.
2. In the message body, enter the content that you want.
3. In the message window, click **File > Save As**.



# Microsoft Outlook Tips



## Create a Template

4. In the **Save As** dialog box, in the **Save as type** list, click **Outlook Template**.
5. In the **File name** box, type a name for your template, and then click **Save**.



# Microsoft Outlook Tips



## Ignore

Sorry, especially when I am busy, I don't want to view all of the congratulation emails for someone. So I hit the ignore button and the original email and any response emails go directly to the delete folder. I can view them from there if I want to, but it doesn't interrupt my work as response emails are sent.



# Microsoft Outlook Tips



## Ignore

- o Home tab/Ignore (left hand side, right under Home)





# Microsoft Outlook Tips



## Out of Office Reply

I see where some people have their out of office reply on past the date when they say they returned. If they click the second bullet, they can specify when to turn it on AND when to turn it off. For example, when I am on vacation, I would start it when my day starts on the first vacation day and end it at the time my day ends on the last vacation day.

# Out of Office Reply

- o File/Automatic Replies



## Microsoft Outlook Tips



# Microsoft Outlook Tips



## Copy email to Calendar

If it is an event or an email to do with a deadline, copy it to the Calendar and it puts the body of the email in the Calendar so it reminds you when it is due and the verbiage of the request.

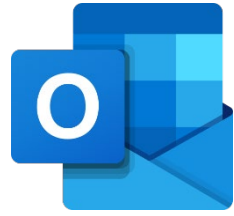


# Microsoft Outlook Tips



## Copy email to Calendar

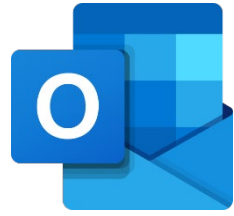
- o Move/Copy to Folder/Calendar



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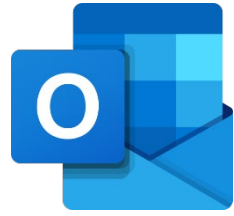
# Questions?



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