

Microsoft Office 2003

Mail tips

Set a reminder to reply to a message — Right-click the message you want to set the reminder for, point to **Follow Up**, and then click **Add Reminder**. In the **Due By** list, click the date when you have to complete the reply. In the second list, click a time. In the **Flag color** list, click the flag color you want, and then click **OK**.

Add your own words to a follow-up flag for a new message — Click the **Message Flag** button and then type the text you want in the **Flag to** box.

Send a message to multiple people without revealing other recipients' identities — To send a message to someone without other recipients of the message knowing, use the **Bcc** line in the message. Bcc stands for blind carbon copy. If you add someone's name to the **Bcc** line, a copy of the message is sent to that person, but his or her name is not visible to other recipients.

Find related messages — To find related messages, right-click the message, and then on the shortcut menu, point to **Find All** and then click **Related Messages**. The **Advanced Find** dialog box appears with a list of related messages.

Jog your memory with a follow-up flag — Create a follow-up flag as a reminder to follow up on a — message. On the **Actions** menu, click **Follow Up** and click the flag color of your choice.

Save searches that you use often. — On the **Tools** menu, point to **Find** and then click **Advanced Find**. In the **Advanced Find** dialog box, specify your search criteria and click **Save Search** on the **File** menu. You can share the search results with others by sending the search results file as an attachment in an e-mail message.

Search for and move items or files to different folders. — On the **Tools** menu, point to **Find** and then click **Advanced Find**. In the **Advanced Find** dialog box, specify your search criteria and click **Find Now**. After the results are displayed in the search results window, move them to the folder of your choice.

Use a file shortcut instead of an attachment to reduce the size of a message. — Right-click the file and drag it to the **Inbox**. On the shortcut menu, click **Send with Shortcut**.

Sort messages alphabetically by sender name — To sort, click **Arranged By** and then click **From**. To reverse the alphabetical order, click **From** again. To sort by **Subject** line, click **Subject**. You can sort this way in any table in Outlook.

Receive notifications when messages you send are delivered or read — On the **Tools** menu, click **Options**, and then click the **Preferences** tab. Click **E-mail Options**, and then click **Tracking Options**.

Verify that the message is authentic — If you have security set up, you can verify that a message you receive with a digital signature has not been tampered with. In the message, click the **Verify Digital Signature** button.

Quickly mark a message as read — Right-click the message and then click **Mark as Read**.

Make a folder available for online and offline use — Right-click the folder, click **Properties**, and then click the **Synchronization** tab. The folder must be on your network, not on your hard disk.

Want to move an Inbox item to a folder in the Navigation Pane but can't see the folder? — Drag the item to the top or bottom of the group and pause until the correct folder scrolls into view. Subfolders must be expanded to view them.

Quickly see the next or previous mail message in a conversation or thread — In a message, click the small arrow next to the **Previous Item** button or **Next Item** button, and then click **Item in Conversation Topic**.

Quickly print search results from your Inbox — To print a list of your search results from the **Advanced Find** dialog box, press CTRL+P.

Recall that message! — To recall or replace a sent message, open the message in the Sent Items folder, and on the **Actions** menu, click **Recall This Message**.

Automatically add a signature or logo to each message you send — On the **Tools** menu, click **Options**, and then click the **Mail Format** tab. If you have more than one account, select the account you want to create the signature for, and then click **Signatures**.

Show blocked images in an e-mail message — Click the **InfoBar** at the top of the message, and then click **Download Pictures**.

Keep track of messages that require action — Instead of just using rules to move messages to folders, use rules to assign a category to a message. Then the messages will be arranged in groups in your Inbox.


See more messages in your Inbox with single-line view — Change from multiline view to single-line view. On the **View** menu, point to **Arrange By**, and then click **Custom**. Click **Other Settings**. Clear the **Use multi-line layout in widths smaller than n characters** check box.

Quickly test the hyperlink in the message you just wrote — Press CTRL while you click the hyperlink.

Speed up exporting and archiving items — Make exports and archives of your Outlook mailbox faster by emptying the **Deleted Items** folder first. Right-click the **Deleted Items** folder, and then click **Empty "Deleted Items" Folder**.

Does your mailbox need a quick cleanup? — On the **Tools** menu, click **Mailbox Cleanup**. Select options to find items that are old or large and then move or delete them. Click **AutoArchive** to move old items to **Archive Folders**, or click **Empty** to permanently delete items from your **Deleted Items** folder.

Choose which e-mail account to use — If you have multiple e-mail accounts in Outlook, you can choose which to use when sending messages. For example, choose your Hotmail account, and recipients receive the message from that account, complete with your Hotmail return address. In a new message, click **Accounts**, and then click the account you want from the list.

The mail folder list is just a click away — To quickly view the **Folder List**, click **Folder List**  in the button tray at the bottom of the **Navigation Pane**.

Delete names from the AutoComplete list — Select the unwanted name by using the UP ARROW or DOWN ARROW key and then press DELETE.

Keep a Desktop Alert on the desktop — To keep a Desktop Alert visible so that you have more time to read it, pause your insertion point over the alert before it fades from view.

Want to turn off New Mail Desktop Alerts? — On the **Tools** menu, click **Options**, click the **Preferences** tab, click **E-mail Options**, and then click **Advanced E-mail Options**. Under **When new items arrive in my Inbox**, clear the **Display a New Mail Desktop Alert (default Inbox only)** check box.

Change in priorities? Quickly change the color of a message's Quick Flag — Locate the flagged message in the message list. Right-click the flag, and then click the flag color that you want on the shortcut menu.

Quickly read messages without opening them — To see the first three lines of each message in the message list, on the **View** menu, click **AutoPreview**. To see the complete message to the right of the message list, on the **View** menu, point to **Reading Pane**, and then click **Right**.

Make sending a file through e-mail even easier — You can send a file on your computer through e-mail by right-clicking the file, pointing to **Send To**, and then clicking **Mail Recipient**. Text is automatically added to the body of the message; however, you can delete the text and add your own text by clicking in the message body and pressing CTRL+A.

Reduce spam by not replying to suspicious e-mail messages — Replying tells a spammer that your e-mail address is valid and probably won't remove you from their mailing list.

Create a Search Folder quickly from the Find bar — Press CTRL+E to open the **Find** bar, type what you want to find in the **Look for** box, specify which folder to look in by using the **Search In** box, and then click **Find Now**. When the search is complete, click **Options** on the **Find** bar, and then click **Save Search as Search Folder**.

Find all messages sent by the same person — Right-click a message from that person, and then on the shortcut menu, point to **Find All**. Click **Messages from Sender**. The **Advanced Find** dialog box displays a list of all messages in a folder from that person.

Get a different view of the way that Outlook groups messages — By default, Outlook groups messages by periods of time such as **Today**, **Yesterday**, and **Last Week**. To collapse a section to see only the group heading, select any message and then press the LEFT ARROW key. The RIGHT ARROW key expands the group.

Quickly add an attachment to a new message — Locate the file, for example a .doc file in your My Documents folder, and then drag it to your Inbox. Outlook opens a new e-mail message with the file attached. You can also drag multiple files.

Flag that message fast — Select a message in the message list, and then press INSERT.

Was an important message sent to the Junk E-mail folder? — If an item gets moved to your **Junk E-mail** folder by mistake, select the message, and then press CTRL+ ALT+J.

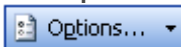
Save multiple attachments at one time — Open the message. On the **File** menu, click **Save Attachments**. Click **OK**, and then click the folder where you want to save the attached files. Click **OK**.

View all your unread messages in the Inbox — On the **View** menu, point to **Arrange By**, point to **Current View**, and then click **Unread Messages in This Folder**.

Create a rule from a message — Right-click the message, and then click **Create Rule**. Select the conditions and actions you want to apply, and then click **OK**.

Start fresh! Clear your address history — To clear your AutoComplete cache, open the C:\Documents and Settings*user name*\Application Data\Microsoft\Outlook folder, and then delete the *profile_name.nk2* file. Outlook recreates this file as you type new addresses.

Check an e-mail alias against the names in your address books — To immediately resolve an e-mail alias in the **To**, **Cc**, or **Bcc** box, press CTRL+K.

Make a message unavailable to recipients after a specific date — To set the expiration date on a message you are composing, click **Options** . Under **Delivery options**, select the **Expires after** check box, and then in the lists, select the date and time you want the message to expire.

Save a message thread in a text file — Select the messages by pressing CTRL and clicking the messages you want. On the **File** menu, click **Save As**. Your messages are saved to a .txt file. Only message headers (To, From, Sent, and Subject) and body text are saved; attachments and HTML formatting are not included in the text file.

Open several messages at the same time — Hold CTRL while you click each message. After you select the messages, on the **File** menu, point to **Open**, and then click **Selected Items**.