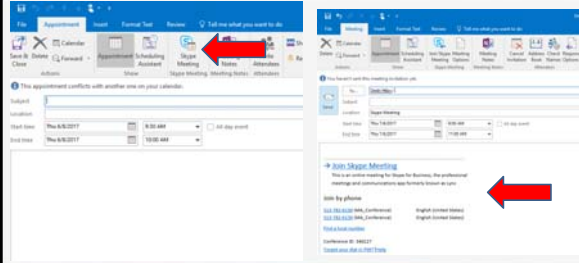Outlook 2016
Tips and Tricks
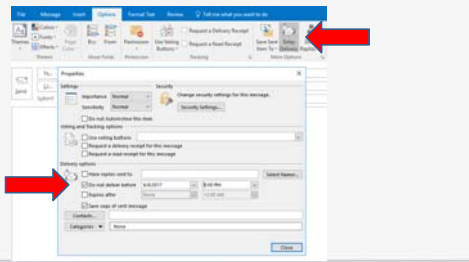
Joe Gast
Martin and Associates, Cincinnati, Ohio

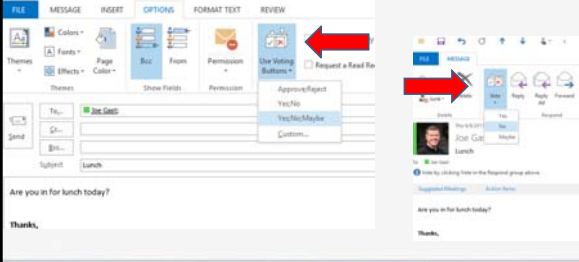## Skype for Business

Delayed Delivery

Voting buttons

Auto Responder

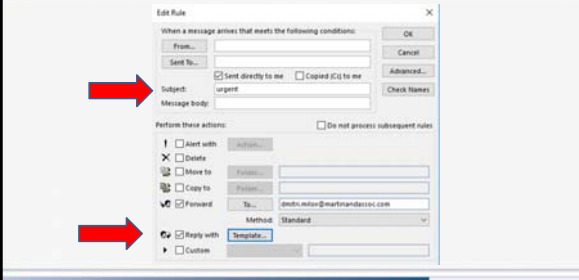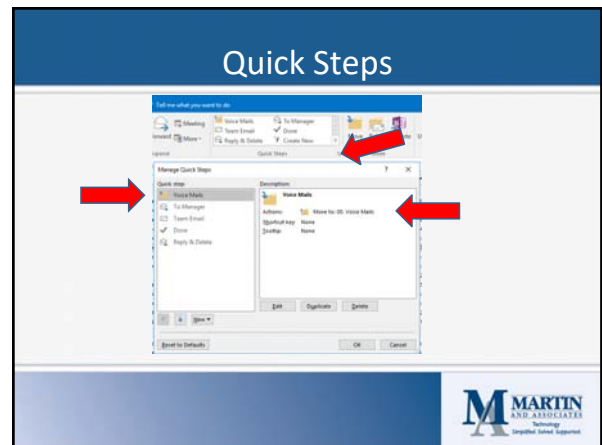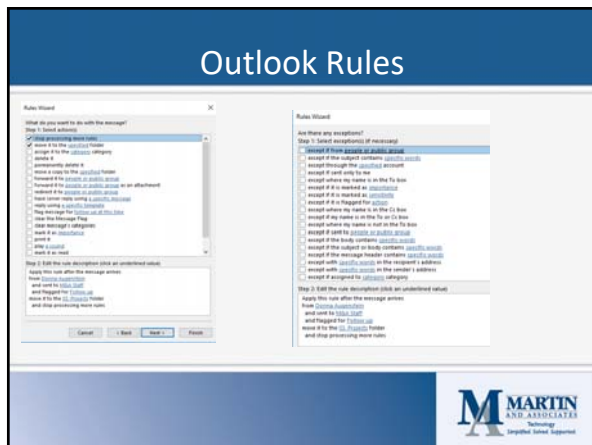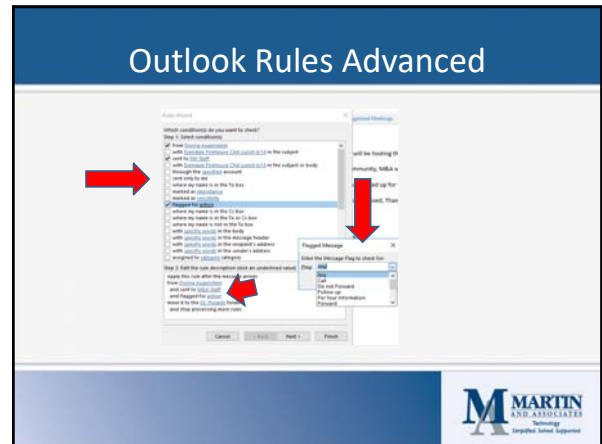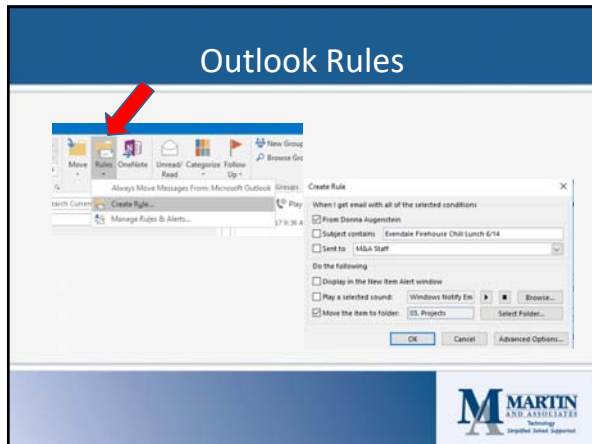

Auto Responder Rules

Outlook Rules

Outlook Rules Advanced

Outlook Rules

Quick Steps

Rules vs. Quick Steps

- Rules happen when a message arrives automatically.
- Quick steps require you to "run" it.

Outlook Automation

- Auto print all attachments, then file the email
- Automatically file emails in Public Folder or other mailboxes
- Play some audio….
  - Crowd cheering hwen someone RSVP's for your event
  - Darth Vadar theme song when someone emails you

Filter your Inbox

Attaching Files

Clutter

Enable Clutter

Outlook Mobile

- Windows Phone / Android / iPhone

Quick Parts

Quick Parts

Quick Parts

Search Folders

Task Bar Shortcuts

Conditional Formating

New Item from ClipBoard

- Control-V to past from your clipboard directly into a new item
  - Email, Calendar, etc..
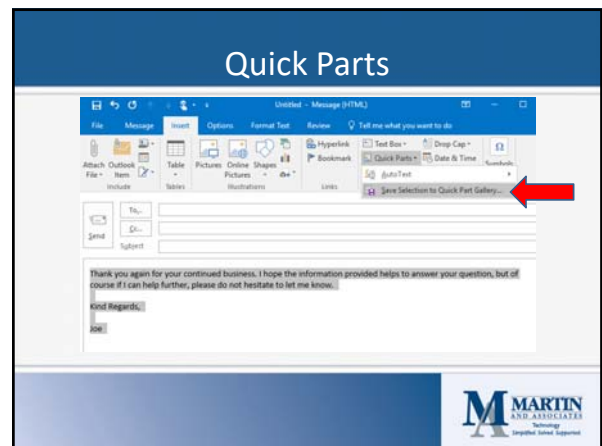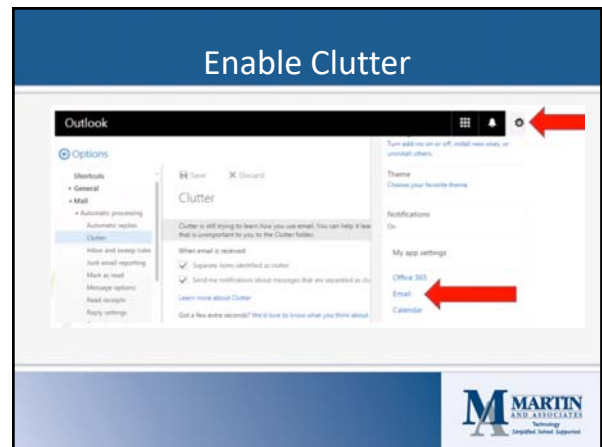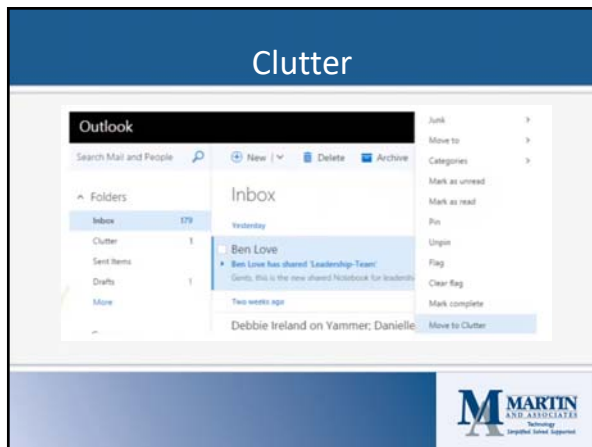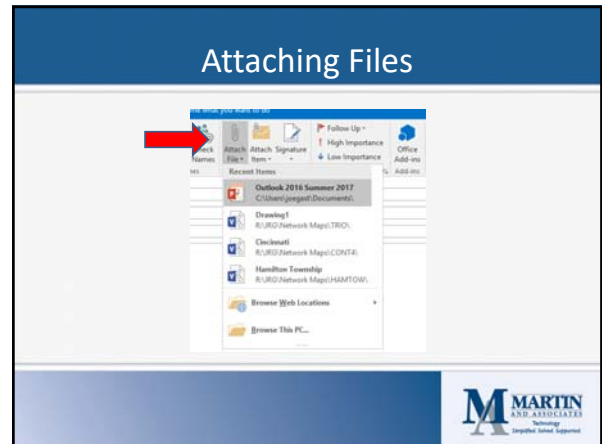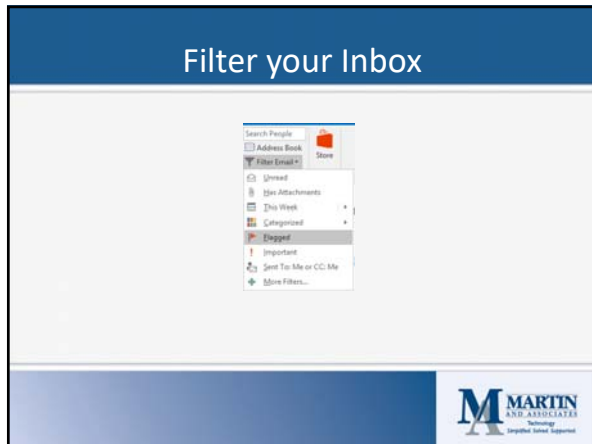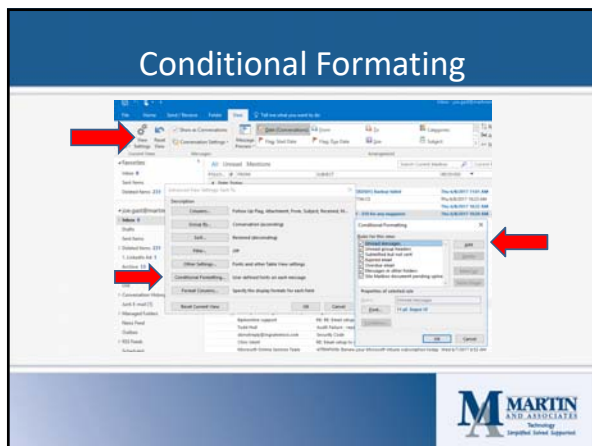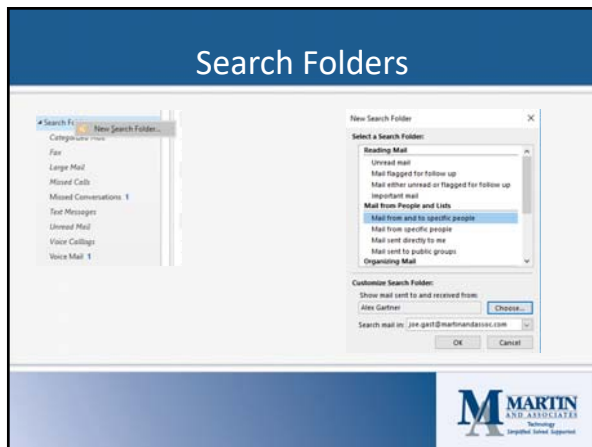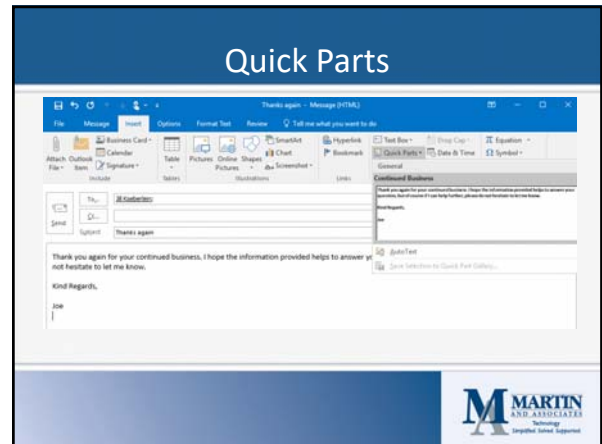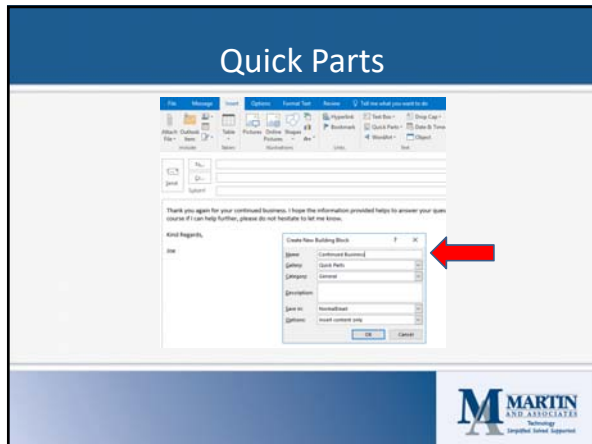
VIP Desktop Notifications

Disable all of these

VIP Desktop Notifications

Favorites Folder

Quick access to the folders you use most often

Setting Appointments

You can use natural language to set the date

BCC a Meeting Invite

The end…

• Thanks for coming today and I hope you walked away with a little something that will help you in Outlook….