Outlook2003
Overlooked Outlook Treasures

Auto-Create

⏩ It couldn't be easier - Outlook2003 supports "**drag & drop**" to **quickly create appointments, contacts & e-mail messages!**

- **Create appointment from e-mail message**

  Drag e-mail message from Inbox Barton, Cynthia A. to Calendar in Navigation Pane ⏩ New appointment window opens ⏩ Insert additional information ⏩ Click Save & Close

- **Create new contact from e-mail message**

  Drag e-mail message from Inbox Barton, Cynthia A. to Contacts in Navigation Pane ⏩ New contact form opens with name & e-mail address already filled in for you

- **Create new message to contact**

  Drag contact McDonald, Ellen to Mail in Navigation Pane ⏩ New message window opens with name and e-mail address already filled in

Categories

⏩ Apply category(s) (custom or default) to **appointments**, **contacts**, or **tasks**

Create new category

1. Open or create appointment, contact, or task
2. Enter details
3. Click Categories... in appointment form
4. Type new category in field and click Add to List
5. Apply other categories, if desired
6. Click **OK**
7. Click **Save & Close**

View by category

⏩ Select **Category** By Category from drop-down list in **Advanced** Toolbar **OR** View ➧ Arrange By ➧ Category

Contacts: Activities tab in contact form

⏩ Shows all email, meetings & journal entries associated with a particular contact

1. Open **desired contact**
2. Click Activities tab
3. Items are listed in window

4. Close window when finished

NOTE: **Double**-click to quickly open any of the listed items

Calendar: Color appointments and meetings automatically

1. In Calendar, **right**-click the calendar grid
2. Click **Automatic Formatting** on the shortcut menu
3. Click **Add**, and then type a name for the rule
4. In the **Label** list, click a color
5. Click **Condition** to specify the conditions under which the color will be applied
6. Click **OK** twice

Organize messages with color

1. Highlight desired message in Inbox (i.e. message from your supervisor)
2. Tools ➧ Organize
3. Under **Ways to Organize Inbox**, click **Using Colors** Using Colors
4. **From** and **name** has already been filled in for you
5. Select color from drop-down list Red
6. Click **Apply Color**

E-mail Message options	1. Create message 2. Click Options... 3. Select options to **request read receipts**, use **voting & tracking** options, have **replies sent to someone else**, **delay delivery of message**, etc. 4. Click **Close** 5. Complete message and **Send** **NOTE:** In the new message window, click ! ↓ in the toolbar to set High or Low importance in the message window
Rules	⏩ A quick & easy way to create a rule is to base the rule on an existing message 1. **Right**-click message to base rule on and click Create Rule or click 2. Select **conditions** 3. Click **OK** Incoming messages with these criteria will follow conditions of this rule.
Delete rule	1. In the Navigation Pane, click **Mail** 2. On the **Tools** menu, click **Rules and Alerts**. 3. Click the "**E-mail rules**" tab 4. Select desired rule and click Delete and click **OK**
Tasks	
Create task	1. Click Tasks in Navigation Pane 2. Click New 3. Type subject Subject: 4. In **Due Date** pop-up Calendar, select the date when task is due 5. From the **Priority** drop-down list, select a priority 6. Select a date for Reminder if desired **NOTE** the other options for entering in more detailed information on the task 7. Click **Save** & **Close**
Task view options	1. Click desired view option from toolbar Simple List
Link file to task	1. Open Tasks in Navigation Pane 2. Open desired task 3. **Insert** ➧ **File** 4. In **Look In** drop-down list, locate desired file 5. In the **list** box, select the file to which you want to link 6. Click **Insert** 7. Click **Save** & **Close**
Share task information	1. Click Tasks in Navigation Pane 2. **Right**-click the task icon and choose **Forward** 3. A new message form opens 4. Complete and **send** the message