Handy features in MS Outlook

Color-coding emails

You can assign a meaning to colors and use your system to prioritize emails. Simply right-click over the round space beside the flag and choose a color. Here's what my inbox looks like:



My personal system works like this:

Red- urgent, do ASAPOrange- important, get to as soon as reds are all doneYellow- do eventually when you have time, or a red or orange that you have responded to but need to follow up on laterPurple- forward email to studentsBlue- will need to reference later (sevis or policy matter, etc.), file

You may want to assign meaning to colors based on subject matter rather than priority, whatever works best for you.

It's possible to assign multiple colors- when you right click, choose "all categories" and then choose which colors you want by checking them off.

To change or remove a color- just right-click like you did before, click the same color you had selected OR click on "remove categories" and the round spot will be empty once more, then choose another color if you needed to change it.

Using flags on e-mails and scheduling reminders

Although I don't often use this feature personally, a lot of people like it. You can right-click over the flag on the right side of an email, and choose a flag.

	Crossroad Cafe	UΥ	I was going to order a	class		Click h	ere to	o enable Ins	stant Search)	s	You ient:
\$	RE: Pending ELS Applicants - Decision Request	Tue 10/5	remembered they mig	ht be (Arrange	Cus	stom			? ×	
•	A Hensley, John Student list/ELS LATech	Tue 10/5	<u>To</u> morrow	help.		Cros	Flaggir follow	ng creates a to-i up, you can mai	do item that remi rk the to-do item	inds you to follow up. 4 complete.	After you	Hey I wa
^	colleen@varsitypublications.net RE: Ad Copy Ruston Poster	Tue 10/5 🗆 🏹 Ϋ	This <u>W</u> eek		•	RE: F	٣	Flag to:	Follow up		*	rem
	Brumfield, Jennifer RE: Region III Conference AV Confirmation	Tue 10/5 🗆 🏹 👻	Next Week		•	Stuc	·	Start date:	Wednesday, O	ctober 13, 2010	~	agai
U	Region III Conference AV Confirmation	Tue 10/5	No D <u>a</u> te Custom			RE: /	Rer	Due date: minder:	Friday, Octobe	r 15, 2010	*	Cen ELS
; •	A White, Julie R RE: NAFSA presentation	Tue 10/5 🗆 🏹 🙀	 Add <u>R</u> eminder	L 6		RE: F	W	'ednesday, Octo	ber 13, 2010	4:00 PM	 Image: A start of the start of	Clei Tel:
	colleen@varsitypublications.net Ad Copy Ruston Poster	Tue 10/5 🔲 🏹 🗸	Mark Complete	(2BDB.S		Regi	Clea	ar Flag		ОК	Cancel	Fax. Go
	Rearley, Shelby L RE: NAFSA Academy	Tue 10/5 🔲 🏹	Cl <u>e</u> ar Flag		-	RE: N	lAFSA p en@vai	resentation sitypublication	is.net	Tue 10/5		<u>ww</u>
	Andrews, Angela	Tue 10/5	Set <u>Q</u> uick Click]		Ad C	opy Ru	ston Poster		Tue 10/E -		

You can choose a day or week from the list, or if you choose "custom", you can choose a specific start date and due date for the task, and can also schedule a reminder and even choose if you want an alarm sound to go with the reminder.

Dragging emails to the "tasks" function to make a to-do list

This is what I prefer to do instead of flags. If you click on an email and drag it to the "tasks" bar on the left-hand side



then release, a nice window pops up converting the email into a task for you.

	5	• (5 🗟)	Ŧ	Hand	dy feat	ures ir	n MS Ou	tlook	- Mic	rosoft	Word			-	
Н	ome			(° 4	*)=	Cros	sroad Ca	afe -	Task				X		0
	Ca		Task	Insert	Forma	t Text							0	A	#
Paste v	B	Save &	X Delete	2	Assign S	Send Stat	us Mark		Recurren	ce Skip	P P P P P P	Spelling		Change Styles	Editing
		Actio	ons	Show	TUSK	Manag	ge Task			Options		Proofing			<u>Co</u>
		Subject:	Crossroa	ad Cafe											
		Start date:	Thu 10/1	4/2010	*	Status:	Waiting on som	eone else	:				~		
		Due date:	Thu 10/2	28/2010	*	Priority:	Low 🗸	% Con	nplete: 0%	*					
		Reminder:	Mon 10/	/25/2010	*	8:00 AM	~	👀 Owi	ner: Guler,	Rebecca					
		From: Sent: To: Subject: Follow Up Flag Statu:) Flag: s:	L T G C F F	eisha DeRis Tuesday, Oo Suler, Rebe Crossroad C Follow up	so ctober 05, cca cafe	2010 2:52 PM								
		Hey, are rememb	the Cro ered the	ssroad y migh	Cafe boo	oks repro	ducible? I w	as goi	ng to orde	er a class	set but the	en			=
		Just let n	ne knov)e <i>Riso</i>	v when	you can.	No rush	n. Thanks ag	ain foi	your offe	er to help.	I may nee	ed it.	•		± 0
Page: 3 of 3	Wor	ds: 328 🖪	X									100% 🕞)		÷
	6	s 🖸 🚱 👋	🕞 Int	box - M	icro	🕏 Cross	sroad Caf	1	landy fea	ture	Goog	e ۹	•	IO 12	2:29 PM

You can schedule start dates and due dates, a reminder and alarm, choose a status to show priority, makes notes about the progress like "not started", "in progress", "deferred", etc.

Click "save and "close in the top left-hand corner. Now if you click the "tasks" bar, you'll get a list of tasks, showing when they're due and if you open them, the full email will be in there.

When you complete a task, simply right-click on the flag and choose "mark as complete" and it will disappear from the list.

Creating folders to organize emails for later reference

Notice that to the left-hand side is a list of topics like "accounting", "agent emails", etc. These are the folders I've created to sort my emails into so that if I need to reference them later, they're in logical categories and easier to find.

Mail Folders 🔗	Click k
🔎 All Mail Items 🔹 👻	Arranged
🖃 🧐 Mailbox - Guler, Rebecca 🔺	🙈 Gern RE: ।
academic policies, etc.	A Hen: RE: s
AD training	2071
admin emails from sas ADRs	CAS
agent emails (34)	Hute RE: F
APUs (4)	Patte
book exchange requests book orders (1)	ME: P
	Hen:

To make folders, go up to the top bar and click on "new" and choose "folder from the drop-down list.

A "create new folder" window will pop up. Type a name for the folder, and select where to place it- probably your mailbox is the best place, click OK.

Now, you'll see a new folder to the left with the name you created.

SInbox - Microsoft Outlook						Inb	xc	Crossro		
	<u>F</u> ile	<u>E</u> dit <u>V</u> iew <u>G</u> o <u>T</u> ools	<u>A</u> ctior	ns <u>H</u> elp		arch Inb	Create New Folder ?	Leisha D	Mail «	
	€® N	lew 🔹 🖶 📴 🗙 🙈 Reply	🙈 Rep	ly to All 🔓	🖡 For <u>w</u> ard 🛛 🔡 🚩 📑 Ser			Follow up You replie	Favorite Folders	6
	ß	<u>M</u> ail Message	(Ctrl+N		<mark>ck here</mark>	Name:	Sent: Tue		2
ſ	*	Post in This Folder	Ctrl+S	hift+S	ov.	nged By: [Mail merge demos	To: Gule	Mail Folders 🔗	
	- 🖆	Fold <u>e</u> r	Ctrl+S	ihift+E		German, E	Folder contains:		🔊 all 84-11 teams	
	b	Search Folder	Ctrl+S	hift+P	OX	RE: wire o	Mail and Post Items	Hey, are		Ar
		Navigation Pane Shortcut			to enable Instant Search	Hensley, J		I was go rememb	Junk E-mail	
		Appointment	Ctrl+S	hift+A	ate	RE: sched	Select where to place the folder:		📃 kuwaiti students	
		Meeting Reguest	Ctrl+S	hift+Q	etty r other payment for Mr. R. Navas, E	2071640	🗉 🧐 Mailbox - Guler, Rebecca 🛛 🔼	Just let r	🚞 Libyan students (5)	6
	8	<u>C</u> ontact	Ctrl+S	hift+C	ohn	OASIS	📮 academic policies, etc. 🛛 🧮	Leisha L		
	8	Distribution List	Ctrl+S	hift+L	iA	Your Purc	🗉 💻 accounting (40)	Center L		
	2	<u>T</u> ask	Ctrl+S	hift+K		Hutcheso BE: Bossik	🗉 📮 AD training	ELS Lan	Mail merge demos	
	2	Task <u>R</u> equest	Ctrl+S	hift+U	nase Order GULER	Patterson	admin emails from sasha	Tel: 864	🖽 🛄 Mark emails (8) 🛛 📋	1 🖻
	5	Journal Entry	Ctrl+S	Shift+J	n, Jeff Le Termination / Program End Date	RE: Possib	ADRs	Fax: 864	🚞 marketing (9)	
		<u>N</u> ote	Ctrl+S	hift+N	Todd	Yngve, Yvo	📮 agent emails (34) 🛛 💆	Go Tige	meredith emails- non-U	
	\$	Internet Fa <u>x</u>	Ctrl+S	hift+X	le Termination / Program End Date	Jiawei Tia		www.el		6
	-	Ch <u>o</u> ose Form			Etc.	Hensley, J RE: Transo	OK Cancel	🗙 cid:ii		
	٩	Choose InfoPath Form	Ctrl+S	hift+T	ohn ripts request	Molina, M			🖽 🦲 new curriculum emails	
		Outlook Data <u>F</u> ile			athelda	RE: Regio	III Conference AV Confirmation		Outbox	-
	<u>a</u>	Contacts		🖂 Leisha De	Riso	Leisha De	Riso Tue 10/5 🖂 🌝		~	
ł	-			RE: Crossi	road Cafe	RE: Crossi	oad Cafe		Mail	

To sort mail into folders- right-click on an email that you want to move, and choose "move to folder".

<u>F</u> ile <u>E</u> dit <u>V</u> iew <u>G</u> o <u>T</u> ools <u>A</u> cti	ons <u>H</u> elp			_
🕾 Now 🔹 🕀 📴 🗙 🖂 Doply 🎯 D		<u>O</u> pen	-	
		<u>P</u> rint	ai 633 i	
Searce Searce	:h 🗸	e	<u>R</u> eply	
Mail «	🖻 Inbox	2	Reply to A <u>l</u> l	ad Ca
Favorite Folders 🛛 🐇	Search Inbox	2	For <u>w</u> ard	eRisc
Mail Folders 🔗	Click here to enable Instant Search		Follow <u>U</u> p	o. ed on 10
🧕 All Mail Items 🔹 👻	Arranged By: Date		Categor <u>i</u> ze	10/5/20
间 ISO and on-campus sti 🔺	🖂 Yngve, Yvonne		Mark as U <u>n</u> read	
IT/LTC stuff (27)	Jiawei Tian Etc.	p	Find <u>A</u> ll	the Cr
John emails (14)	RE: Transcripts request		Create Rule	ered th
Junk E-mail	Molina, Mathelda		Junk E-mail	▶ ne kno
🔲 kuwaiti students 🗧	🖻 Leisha DeRiso	×	Delete	r your (DeRiso
🚞 Libyan students (5) 🛛 🖾	RE: Crossroad Cafe	33	Delete	Director
🚞 LSUS co-op	And Molina, Mathelda	42	Move to Folder	guage
🚞 Mail merge demos	KE: IESUL and NAFSA conference proposals	:	Message O <u>p</u> tions	· -656-4
🗄 🚞 Mark emails (8)		U 💙 🛛 Fa	x: 864-656-4	
🚞 marketing (9) 🗸 🗸	🚘 Yokoe, Lynn	Tu	ue 10/5 ∩ 🏹 🛛 🚱	o Tigers!

A "move items" window will pop up and you can choose the name of the folder from the list and click "ok".

Now, if you need to later reference the email, you can open the folder you put it in, and it will be, complete with any colorcoding or flags that you may have left. I like to leave my blue dot on anything that involves policy or Sevis issues that I know I'll eventually need to reference. To open a folder, just double-click on it in the list of folders on the left.



I've discovered over time that it's also helpful to file my responses in appropriate folders. When I respond to an agent, I file a copy of my response in "agent emails". If I turn in a survey or project that the marketing department requested by a deadline, I file my response in the "marketing" folder. It's handy in case you later need to resend something or forward it to show that yes, you did turn that in by a deadline ©

To file a sent response, simply go to "sent items", and as before, you'll right click on the email, choose "move to folder" and select the appropriate folder.

Have fun organizing in Outlook!