



Outlook tricks and tips

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Topics

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- Receiving & Manage mails
- Searching mail
- Folders and views
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- Calendar
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Sending mail

- o Bcc: field
- o Recall a message
- o Resend a message
- o <http://verify-email.org/> to check mailbox existence
- o Ctrl+K to search contact and obtain suggestions
- o Suggestions of names: remove names & import from *.nk2 file
- o Sending messages to categorized contacts
- o Delayed delivery – rule for delayed delivery
- o Replies to another account via delivery options, or via From field
- o Automatically Cc: All Mail You Send in Outlook with rule
- o New mail from desktop with shortcut (pre win7)
- o Voting buttons
- o Automatically close emails after replying or handling
- o Add signatures
- o Use of quick parts
- o Ctrl + Enter to send mail

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/application Data/outlook : nk2 file

Receiving & Manage mails

- F9 – send and receive
- Drag and drop a mail to another folder
- Save as file, msg format – multiple messages to folder
- Quick clic to follow up or to allocate categories
- Highlight messages that have only you in the To: line.
- Add reminder
- Permanently delete mails right away with shift
- Mark as read after x seconds ; navigation pane options
- Assign categories through rules
- Auto Archive
- Only receive headers for fast checking on a secondary account
- Print part of a mail – edit the mail first
- Ctrl-Shift+V : short cut to move folders
- Buttons to automatically move messages to folders (VBA)

Searching mail

- Use search folders
- Find mails from same sender
- F4 to search in mail's content (Find)
- Find Related Messages -
Tools | Instant Search | Related Messages
or right Click (outlook 2010)
- Activate indexation – instant search

Folders and views

- Use of *.pst or data files & *.ost files
- Create a customized view
- Arrange view by conversation
- Alt-F1 : navigation pane on/off
- Sort on multiple fields
- Expand and collapse folders with * and – (num keyboard)
- Use of group by box - autogroup
- Use Favorite folders list
- Sort folders your way with numbers or symbols
- Shortcut to templates
- Compact folders

Format

- Default html mail format – folder - stationary
- User of a template with format
- Mark messages with comments
- Automatically format in views (eg mails sent to me only)
- HTML signature
- Change wrap settings on outgoing mails
- Get rid of background on received messages

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XP => C:\Program Files\Common Files\MicrosoftShared\Stationery

Vista => C:\Program Files\Common Files\MicrosoftShared\Stationery

XP => C:\Documents and Settings\Uti\ApplicationData\Microsoft\Signatures

Vista => C:\Users\Uti\AppData\Roaming\Microsoft\Signatures

Html signature:

Pour XP ==> C:\Documents and Settings\\"UTI"\Application Data\Microsoft\Signatures\

Pour Vista ==> C:\Users\\"UTI"\AppData\Roaming\Microsoft\Signatures\

Attachments

- Save many attachments and separate them
- Attach a mail item
- Drag and drop many files from Win Explorer
- Download only headers for big messages
- Attachments which are blocked

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HKEY_CURRENT_USER/software/Microsoft/Office/xx.x/Outlook/Security xx.x est le numéro de votre version Office.
9.00 = office 2000 10.0 = office 2002 11.0 = office 2003 12.0 = office 2007

Repérez la clef Level1Remove, si elle n'existe pas créez-la. Elle est de type Reg_SZ Saisissez les extensions que vous souhaitez accepter comme ceci :

.ext;

Pour accepter les ZIP, EXE et TXT tapez :

.zip;.exe;.txt;

Software:

Attachment Options addin: www.slovaktech.com (2007)

Codetwo Attach Unlocker : www.codetwo.com (2010)

Calendar

- Change time intervals
- Automatic colour meetings and rdv's
- Calendar overlays
- Show week numbers
- Add Holidays for different zones & Delete Holidays
- Print an empty calendar
- View any number of days: ALT+Nr on main keypad
- View non consecutive days
- Hide private appointment details when printing
- Export Calendar to Excel
- To do bar & nr of calendars
- Synchronize with Google Calendar:
GoogleCalendarSync_Installer.exe

Contacts & Tasks

- Make contacts folder appear in outlook address book
- Quickly add an email address to the Contacts
- Search contact
- Send mail to grouped contacts
- Export / import contacts with pst
- View tasks by assignment
- Task list stored in pst

Configuration

- Multiple PCs – secondary accounts to 'leave messages on server'
- Open outlook in different folder
- Exporter / importer des règles
- Configuration of multiple profiles
- Include / exclude accounts from sending and receiving
- Use of favorites
- Outlook with special shortcuts (switch) to launch program :
"C:\Program Files\Microsoft Office\Office12\OUTLOOK.EXE" /finder
- Find out where Outlook stores pst files
- Setup Gmail in Outlook
- Move a pst file
- Disable unnecessary addins
- Reading pane options
- Install add-in social connector

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XP => C:\Documents and Settings\Uti\ApplicationData\Microsoft\Outlook

Vista => C:\Users\Uti\AppData\Roaming\Microsoft\Outlook

VbaProject.OTM

XP => C:\Documents and Settings\Uti\ApplicationData\Microsoft\Outlook

Vista => C:\Users\Uti\AppData\Roaming\Microsoft\Outlook

Outlook switches

/cleancategories Supprime tous les noms de catégorie personnalisée que vous avez créés. Réattribue les noms par défaut aux catégories.

/cleanclientrules Démarre Outlook et supprime les règles basées sur le client.

/cleandmrecords Supprime les enregistrements de connexion enregistrés lorsqu'un responsable ou un délégué décline une réunion.

/cleanfinders Supprime les dossiers de recherche du magasin Microsoft Exchange Server.

/cleanfreebusy Efface et régénère les informations de disponibilité. Ce commutateur ne peut être utilisé que lorsque vous pouvez vous connecter à votre ordinateur Exchange Server.

/cleanprofile Supprime les clés de profil non valides et crée de nouveau les clés de registre par défaut, dès que cette opération est possible.

/cleanreminders Efface et régénère les rappels.

/cleanrules Démarre Outlook et supprime les règles basées sur le client et sur le serveur.

/cleanserverrules Démarre Outlook et supprime les règles basées sur le serveur.

/cleanviews Restaure les affichages par défaut. Tous les affichages personnalisés que vous avez créés seront perdus.

/finder Ouvre la boîte de dialogue Recherche avancée.

/nopreview Démarre Outlook avec le volet de lecture désactivé.

/profiles Ouvre la boîte de dialogue Choix d'un profil indépendamment du paramètre Options dans le menu Outils.

/resetfolders Restaure les dossiers manquants à l'emplacement de remise par défaut.

/resetfoldernames "Redéfinit les noms de dossier par défaut (tels que Boîte de réception ou Éléments envoyés) en utilisant les noms par défaut dans la langue d'interface utilisateur Office en cours. Si, par exemple, vous vous connectez d'abord à votre boîte aux lettres dans Outlook à l'aide d'une interface utilisateur en russe, les noms du dossier

par défaut russe ne peuvent être renommés. Pour modifier les noms de dossier par défaut en une autre langue, telle que le japonais ou l'anglais, vous pouvez utiliser ce commutateur pour redéfinir les noms de dossier par défaut après la modification de la langue d'interface utilisateur ou après l'installation d'une version d'Outlook dans une autre langue.»

/safe Démarre Outlook sans les extensions client Microsoft Exchange Server (ECE), le volet de lecteur ou les personnalisations de la barre d'outils. Les compléments COM (Component Object Model) sont désactivés.

/importnk2 : import nk2 suggested emails to suggested folder in Outlook 2010

Access Gmail with Outlook Using IMAP

To set up seamless access to all your Gmail mail and labels in Outlook 2007 (you can also access Gmail with Outlook 2002 or 2003):

Make sure IMAP access is enabled in Gmail.

Select Tools | Account Settings... from the menu in Outlook. Go to the E-mail tab. Click New....

Make sure Microsoft Exchange, POP3, IMAP, or HTTP is selected. Click Next >.

Type your name (what you want to appear in the From: line of messages you send) under Your Name:.

Enter your full Gmail address under E-mail Address:. Make sure you include "@gmail.com". If your Gmail account name is "asdf.asdf", make sure you type "asdf.asdf@gmail.com" (not including the quotation marks), for example.

Make sure Manually configure server settings or additional server types is checked. Click Next >.

Make sure Internet E-mail is selected. Click Next >.

Select IMAP under Account Type:.

Type "imap.gmail.com" under Incoming mail server:.

Enter "smtp.gmail.com" under Outgoing mail server (SMTP):.

Type your Gmail account name under User Name:. If your Gmail address is "asdf.asdf@gmail.com", for example, type "asdf.asdf".

Type your Gmail password under Password:. Click More Settings

Go to the Outgoing Server tab. Make sure My outgoing server (SMTP) requires authentication is checked.

Now go to the Advanced tab. Select SSL under Use the following type of encrypted connection: for both Incoming server (IMAP): and Outgoing server (SMTP):. Type "465" under Server Port Numbers for Outgoing server (SMTP):. Click OK.

Now click Next >. Click Finish. Click Close.

More Shortcuts

- Alt-F1 : navigation panel
- Alt-F2 : To Do bar
- Ctrl-Shift-I: Switch to in-box.
- Ctrl-Shift-O: Switch to out-box.
- Ctrl-Enter: Send current message.
- Ctrl-R: Reply to a message.
- Ctrl-Shift-R: Reply All to a message.
- Ctrl-Shift-A: Create a new appointment.
- Ctrl-N or Ctrl-Shift-M: Create a new message.
- Ctrl-1: Switch to Mail.
- Ctrl-2: Switch to Calendar.
- Ctrl-3: Switch to Contacts.
- Ctrl-4: Switch to Tasks.

Tools & Resources

- Error handling & debugging pst folders with scanpst.exe
- <http://outlook.developpez.com/outils/>
- <http://www.slipstick.com/>
- <http://www.stands.com/blog/>
- <http://office.microsoft.com/nl-nl/outlook-help/CL010072910.aspx>
- <http://office.microsoft.com/fr-fr/outlook-help/CL010072910.aspx>

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Pour Outlook 2007

F:\Program Files\Microsoft Office\Office12\scanost.exe

F:\Program Files\Microsoft Office\Office12\scanpst.exe

Pour Outlook 2003

C:\Program Files\Fichiers communs\System\MSMAPI\1036\scanpst.exe

C:\Program Files\Fichiers communs\System\MSMAPI\1036\scanost.exe

Pour cela il vous faut activer les dossiers cachés :

-> Dans l'explorateur de Windows -> Outils -> Options des dossiers... -> Onglet Affichage -> Cliquez sur afficher Show hidden files and folders

Strategies

- Clean out your inbox every day & use 'to handle folder'.
 - Try to handle e-mail message only once – by making a decision based on 4 Ds: Delete it | Delegate it | Do it (now – if less than a few minutes) | Defer it (add to "To-Do" list)
 - Use rules to sort mail that you don't need to read immediately into folders as it arrives.
- Close Outlook and open only at certain times.
 - Shut down 'new messages' prompts.
 - Turn off the Reading Pane if you have lots going on.
- Organise folders as your windows folders
 - If you have lots of e-mail, consider using multiple .pst files to separate information into separate data stores.
 - Set favorite folders for easy access
 - Use search folders
- Categorize and flag.
- Remove and store attachments as much as possible.
- Take some time to create custom views.
- Note things to do as tasks.
- Send yourself email e.g. with 'not to forget'.
- Colour the calendar.

FAQ – how to...

- file messages with one click?
- streamline conversations?
- delete and mute a conversation ?
- create and use an email template?
- find related messages?
- search inside a message?
- find all mail from a sender quickly?
- schedule emails?
- highlight mail sent to you only?
- change the default font face and size ?
- automatically cc: all mail you send in outlook
- expand outlook with time-saving add-ons?
- send text messages from within Outlook?

Recurrent task

- Review calendar for today and tomorrow:
- Review appointments you had today and any action items
- Review tomorrow's appointments to determine any preparation necessary
- Review tasks for today and tomorrow:
- What are your high priority tasks that need attention before you leave today?
- Do you have any tasks that need to be re-prioritised?
- What new tasks have a due date for tomorrow?
- Schedule time for priority tasks:
- Block time on your calendar by left dragging a priority task to an appropriate time
- Look over your Inbox
- Apply the 4Ds, gauge how much time you need to clear your Inbox, and schedule this time before you leave the office
- Review your accomplishments
- Reflect on what went well today
- Recognize anyone who exceeded your expectations today
- Note these achievements so that you can recall them later