INA KOYS

Outlook 365

As Your Personal Assistant

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as your personal assistant

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Contents

0 What we're going to talk about

1 A suitable work environment

2 Save typing

- 2.1 Simply dictate
- 2.2 Use templates
- 2.3 Quick Parts
- 2.4 @-mentions
- 2.5 Polls

3 Speed up reading

- 3.1 Have it read
- 3.2 Put important folders to the top
- 3.3 Highlight certain senders
- 3.4 Really get rid of deleted items
- 3.5 Quick Actions
- 3.6 Groups

4 Remain slim and agile

5 Delegate email handling

- 5.1 Follow-up
- 5.2 Fixed rules – fully automated
- 5.3 Quick Steps – semi-automatic work

6 Find – and stop searching!

7 Continuous finding – Search Folders

8 Appointments and meetings

9 Tasks

10 Contacts

11 Jump in and let jump in

11.1 Absence message
11.2 Delegate Access
11.3 Gain the access granted
11.4 Grant Calendar permissions
12 More

0 What we're going to talk about

As an email program Outlook is well known and widespread. But sadly, users often don't know much what else it can do for them. It can sort your mails, tag, and highlight them, answer independently, remind of tasks, follow-up on your mails and much more. Just like an assistant should support you.

This booklet won't explain the last detail, i.e., how to write an email or where to click for an appointment. To do that, it would have to have many more pages. It is written for people familiar with the basic functions but would like to do more and better than before.

Office 365 is designed for continuous improvement and modernization. Therefore, it is possible that your version is slightly different from the one used when this book was written. That depends i.e. on the update frequency of your office package. Microsoft intended it to be this way. For us as users it means, we must be more flexible than before.

We have not test data – whether it works is something you will only see in real life. Still, I'm sure in your mailbox you will find examples enough to test the possibilities. Otherwise, you hardly would have bought this book .