

Outlook Web Version Tips

6 Key Lists

Meaningful Objectives – What do I want to accomplish this year?

Supporting Projects – How am I going to reach my objectives?

SNA To-Do – What can I do next?

SNA Waiting For – What am I waiting for from others?

1:1 Meetings – What do I want to talk about in our next meeting?

Someday Maybe – What might I like to do someday?

The 4Ds

Delete - If you can let it go

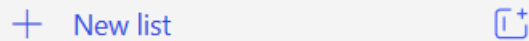
Do - If you can do it now in less than two minutes

Delegate - Hand it off to someone else to do

Defer - Add to your calendar or task list for you to do

Creating a Task List

1. Go to Tasks
2. Click the + sign next to Create List in the left panel



Microsoft To-Do is the tasks app inside of Outlook. Any lists you set up in the Tasks app will sync seamlessly to To-Do on mobile, To-Do desktop versions, and Tasks in the Outlook desktop client if you are using that version as well.

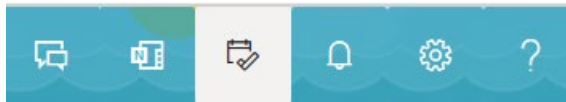
Creating a Task

1. Go to Tasks
2. Go to list you want to add task (such as SNA To-Do)
3. Click the + sign next to Add a task at the top of the page



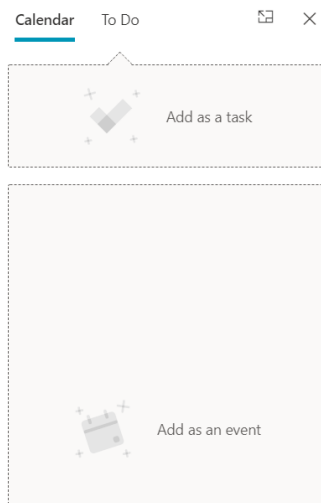
Creating a Task or event from an Email

1. Click on the My Day icon top right of your inbox to have your calendar or To Do list appear in the right margin



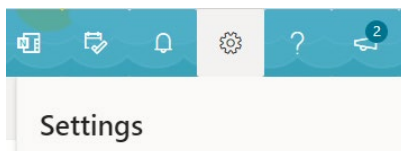
2. To create a new event (calendar entry) from email, drag and drop the email from your inbox view (not opened) to the right margin until Add a task or Add as an event appears.

To create a new To Do from email, select the correct list to organize the item, then drag and drop the email from your inbox view (not opened) to the right margin until Add as a task or Add as an event appears. If you don't change the designated list, it will assign it to the catchall "Tasks" list. To then move it, you will need to go to Tasks, open the item and reassign it.



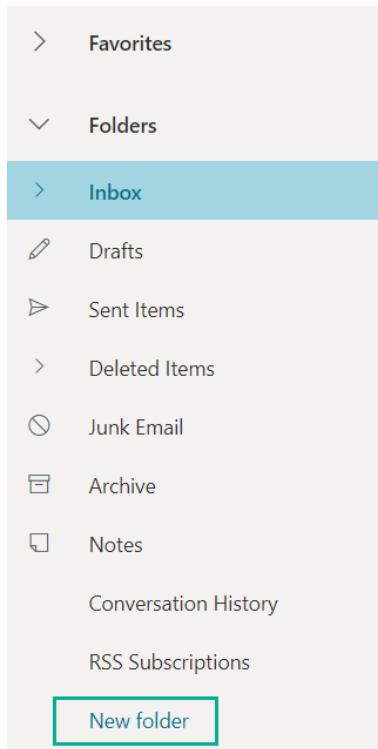
Changing Settings

All settings for Outlook (notifications, calendar, mail, out of office, etc.) can be found under the Settings icon in the top-right corner:



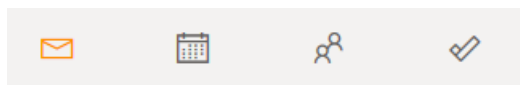
Creating Email Folders

Go to the bottom of the Folders view in email (below Inbox) and choose New folder.

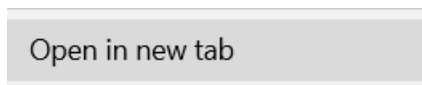


Opening Calendar/Contacts/Tasks in New Browser Tabs

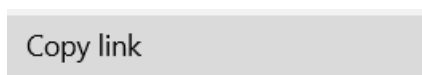
1. Right-click on the icon for Calendar, Contacts, or Tasks



2. Choose Open in new tab



If that option does not work (you may get an error message,) instead choose Copy link, open a new browser tab manually, and paste the copied link into the new browser address bar and press Enter.



Composing New Email

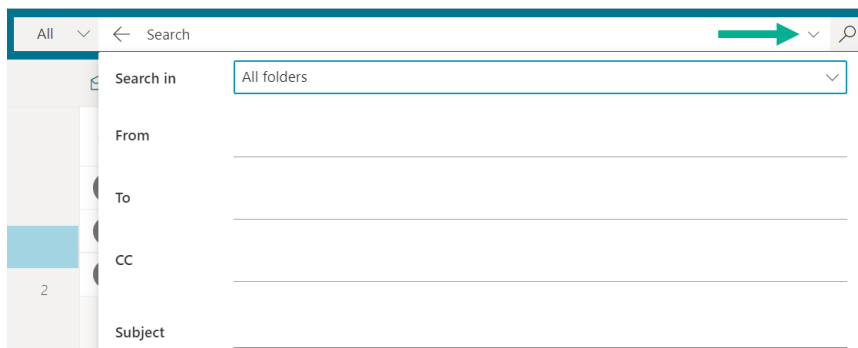
1. Go to Mail
2. Click Compose Mail in top-left corner

New message

The keyboard shortcut N will also open a new email from the Mail view and Ctrl + Enter will send.

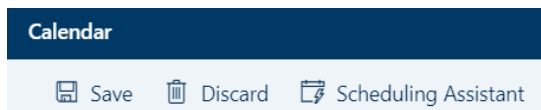
Advanced Search

Click the drop down arrow in the Search bar to add additional search criteria:



Finding Meeting Free Time

1. Click on New event
2. Add attendees
3. Click on Scheduling Assistant



Adding a Calendar

1. Ask the person to give you permission to view your calendar details (more than free/busy)

2. Click Add Calendar from the left panel of your calendar view

 **Add calendar**