OUTLOOK ADVANCED FOR PC

Calendar
Open your Outlook Calendar as the first step for all the functions below.

Assigning Calendar Permissions*
1. Click the Calendar Permissions button under the Share tab of the Ribbon.
2. A new window 'Calendar Properties' will appear and the Permissions tab will open up. The Name and Permission Level table indicates your calendar's current permission levels and the people who have access.
3. Use the Add and Remove buttons to adjust permissions for specific people.

Private Calendar Events
Even if you have granted someone permission to view details of your calendar, you can limit the permission of specific events.
1. Start or Open the event you wish to make private.
2. Under the Tags section of the Ribbon, click the 'Private' icon. The icon will be outlined in yellow when turned on successfully.

Cache
Clearing the cache of your Outlook account will remove any of the unwanted names that auto-populate when composing emails.

Single Address*
1. Open a new email and begin to type the address you d like to remove.
2. When the address appears, click the black X that appears on the far right of the address.

All Saved Addresses - Nuclear Bomb*
1. Click to open the File menu and choose Options.
2. In the new window, choose mail from the left-hand column.
3. Scroll down in the left part of the window to the heading 'Send Messages'.
4. Deselect 'Use Auto-Complete List to suggest...' to disable Auto-Complete or click the 'Empty Auto-Complete List' button to complete clear your cache. **This is not reversible.**

STAYING ORGANIZED

To Do/Task List
The task list can be used to organize your day to day operations. The task list differs from the calendar because it does not need to be associated with a specific time.

[How-To](How-To)

Rules*
Rules allow you to manage emails as they come into your inbox to simplify organization and increase productivity. For example, all emails that come from outside the company or from students can be filtered into a separate inbox folder.

      1. With the home tab open, choose 'Rules' > 'Manage Rules & Alerts...' under the Move group.
      2. Click the 'New Rule...' button which will open the Rules Wizard.
      3. Select a template that most closely matches the rules you wish to create.
      4. Build your rule using the Rule Wizard.
      5. Test your rule!

How-To

Search Folders
Similar to rules, creating a search folder will constantly query your entire inbox and create a folder based off the selected criteria. For example, you may create an Unread search folder to view all unread mail easily even though they are spread across folders.

      1. Click to open the Folder tab.
      2. Under the New group, select 'New Search Folder.'
      3. Use the new dialogue to configure your search folder. There are suggested ways to start, or scroll all the way to the bottom to start a folder by scratch.

How-To

PRODUCTIVITY

Jumplist*
The jumplist's intended purpose is to increase productivity. Use it to start a new email, appointment, meeting and other common tasks without even having Outlook open.

      1. Right click on the Outlook tab that appears in your task bar and select 'Pin this program to taskbar'.
      2. Once pinned, right click on the new icon to see the jumplist options.

Quick Steps*
Quick steps will automate processes and are best utilized for functions you complete frequently. Outlook comes with a set of pre-made quick steps that can be altered to better suit your needs or you can create completely custom ones.

How-To

*Cannot be done in Outlook Web Client