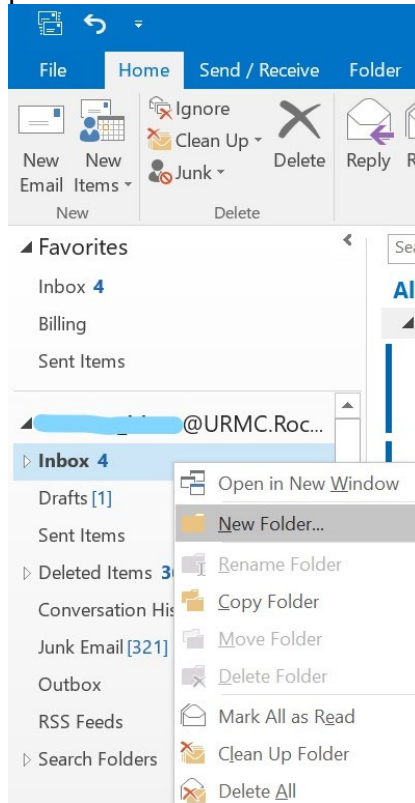


- 1. Create an Organized Email Folder System** – While this task can be time-consuming, it is one of the best way to start organizing your emails. Create personal folders in your Outlook inbox to store similar emails/emails concerning the same topic. This will help you archive emails you are finished working with, but do not want to delete and reduce the time you spend searching for that old email from Joe Shmoe. See the instructions below on how to create personal folders in Outlook:

- In the left Mail Pane, right-click on the area where you want to add the folder, then click New Folder. In the Name box, enter a name for the folder, and press Enter.



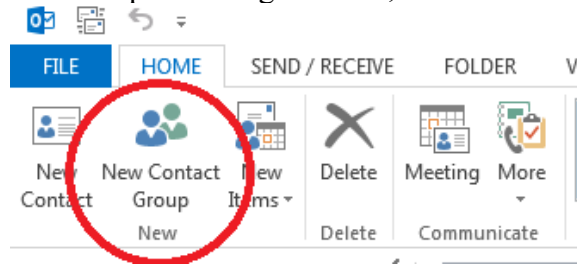
- Your new folder will appear as a subfolder in the area you selected and you will now be able to drag and drop emails in to this subfolder

- 2. Create Contact Groups** – If you often send emails to groups of people, creating a contact group will allow you to send emails to the group without having to add each name to the recipient list. See the instructions below on how to create contact groups in Outlook:

- On the bottom left navigation bar, choose 'People'.



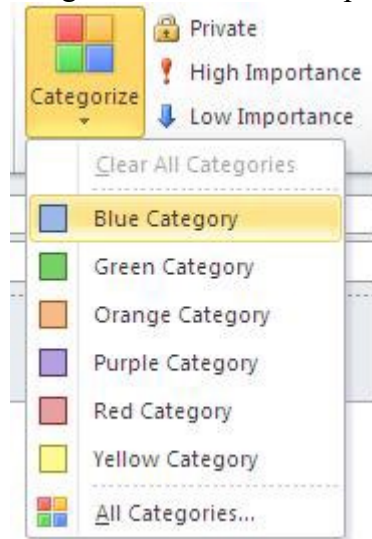
- On the top left navigation bar, choose 'New Contact Group'



- Name the new group, click 'Add Members', and then add people from your address book or contact lists.

3. Color Categorize your Meetings/Calendar - Most of us find color coding (or categorizing) information helpful. Viewing our meetings categorized by different colors is often all we need to make quick decisions. You can manually color code meetings when you create them, as follows:

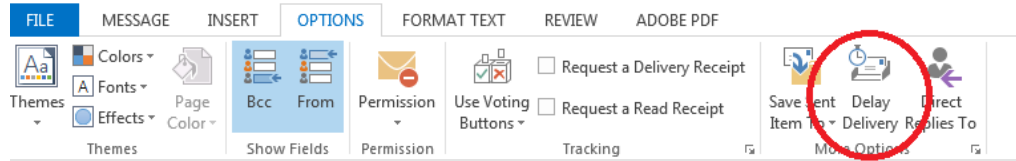
- Once your meeting is created you can change the color category by clicking the categorize button in the top right corner



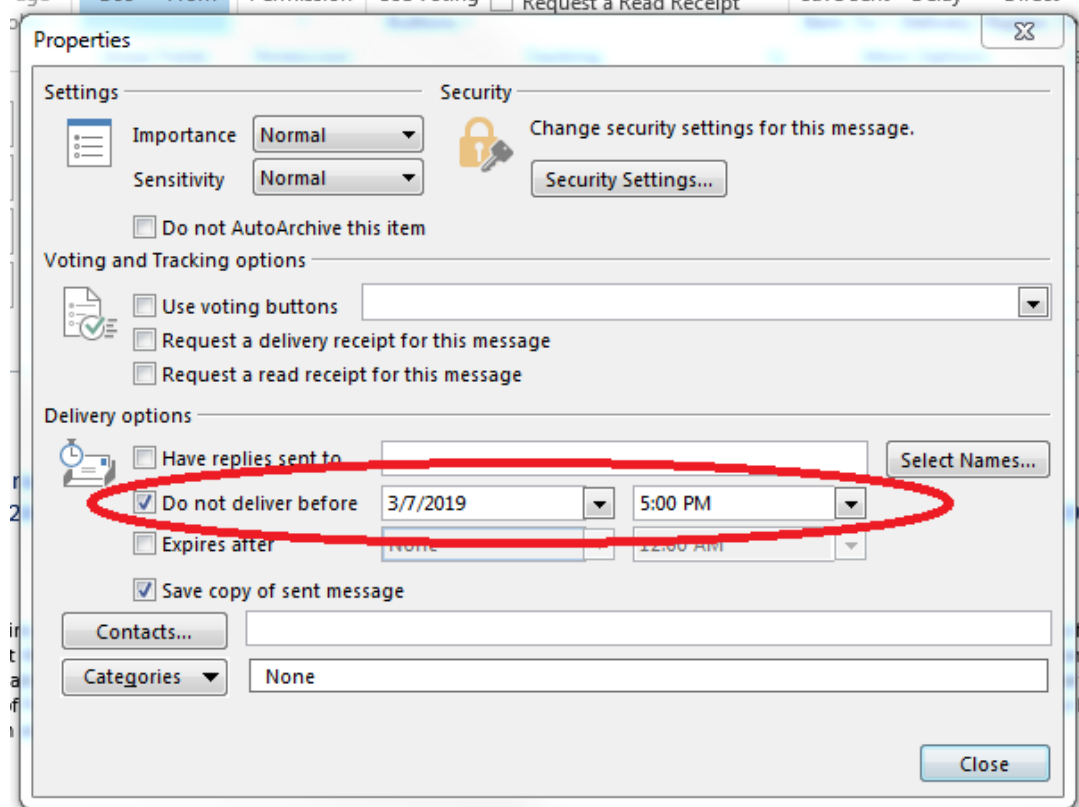
- You can name each category by clicking the 'All Categories' button at the bottom of the drop down menu. Consider categorizing your meetings by location, team, topic, etc.

4. Delay Sending of Emails - When you click Send on an email, it is typically sent immediately. But what if you want to send it at a later time? Outlook has a feature allows you delay the sending of email messages. See the instructions below:

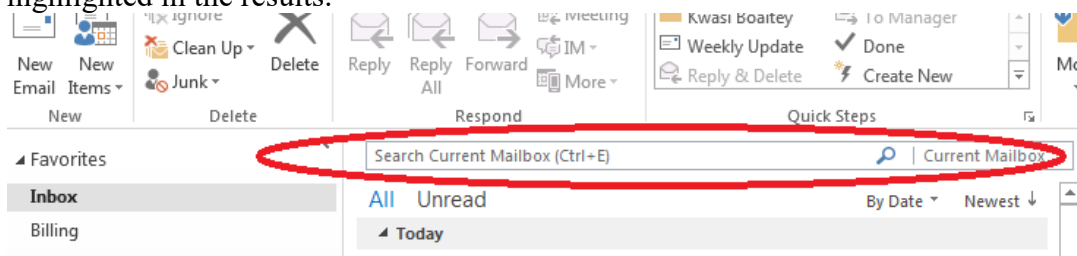
- Click 'Options' in the top navigation bar, then click Delay Delivery



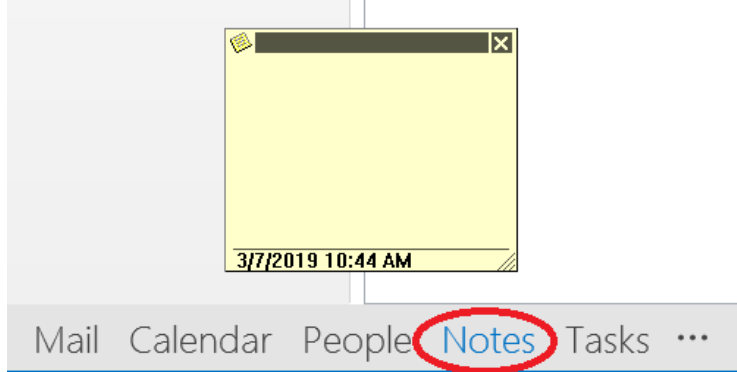
- A new window will open. Confirm that the 'Do not deliver before' box is checked and select the date and time when you would like your email to be delivered, then click 'Close'. Your email is now set to send at the date and time you designated.



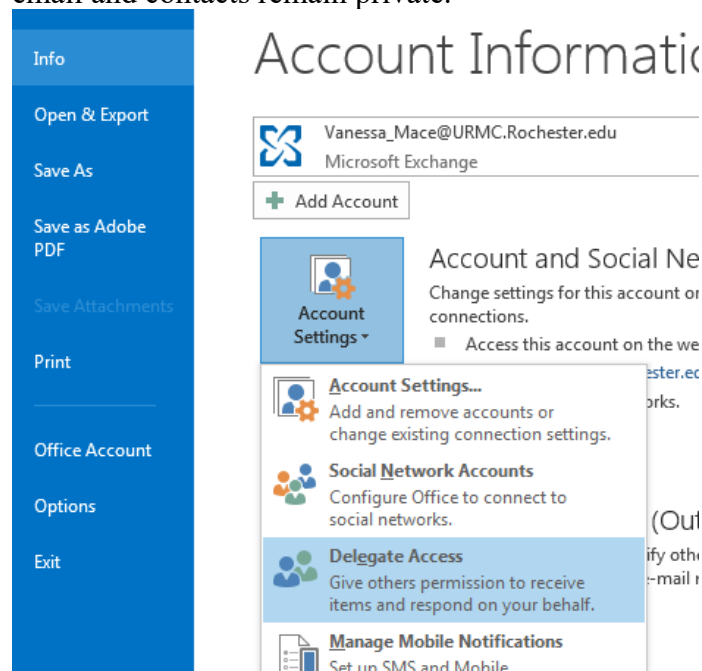
- 5. Searching Your Inbox** – Do you ever ask yourself, “Where did I put that email?” Did you know you can search your inbox by using keywords or names? To find an email, you will search for a word or name that you know was used in the message in the search box. Messages that contain the word or name you specified appear with the search text highlighted in the results.



6. **“Post-it” notes** - Outlook includes a built-in sticky notes feature. Press Ctrl+Shift+N from anywhere in the Outlook interface to create a new note, which can be dragged and positioned anywhere on your screen. By default, notes appear in pale yellow, but you can assign them to categories, which causes them to switch to the associated color. To manage your notes, click on the Note icon at the bottom of the View pane: From here you can copy, organize and print notes, and also search, via the field at the top-right of the window, for notes containing specific text.

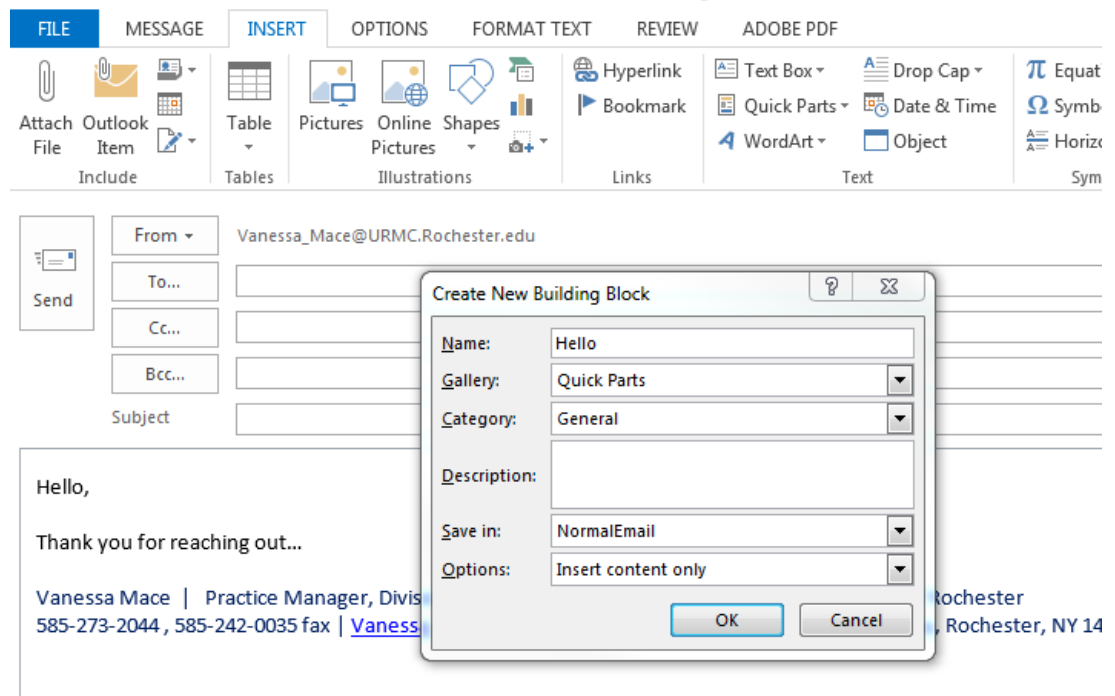


7. **Grant Delegate Access to your Mail and Calendar** - If you're going away, you can temporarily let someone else manage your inbox and appointments.
- To set this up, open the File tab, then click the Account Settings dropdown and select Delegate Access. Click Add and enter the name of the person (or people) to whom you want to grant access. You'll see a set of dropdowns for permissions: by default, your delegate can access and update your calendar and task list, while email and contacts remain private.

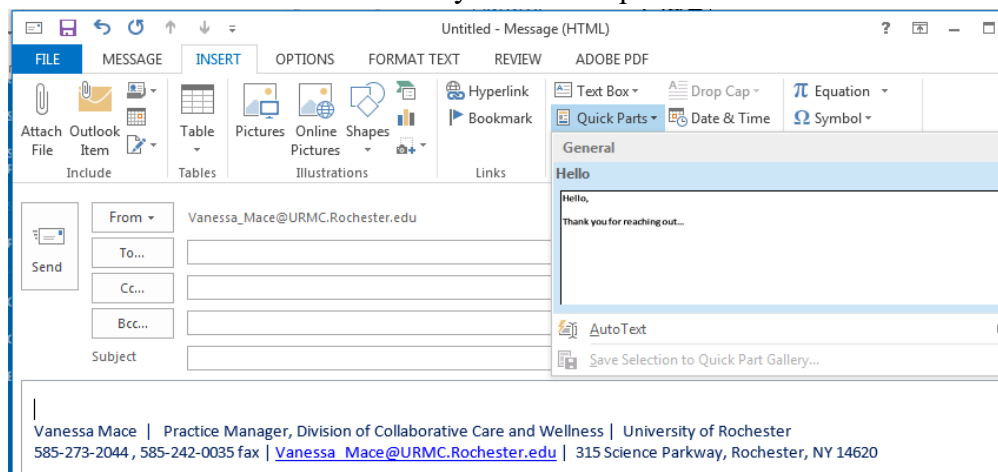


8. Take advantage of Outlook’s Quick Parts for Default Responses to Common Questions - If you find yourself composing the same kind of message over and over again, create Quick Parts to insert that text into email replies in just a few clicks. No need to keep typing the same thing over and over again or having to find an old response to copy and paste. See the instructions below:

- Once you have composed your email template, highlight the text you expect to need to send again, then click the ‘insert’ tab in the top navigation bar, then click ‘Quick Parts’ and select ‘Save Selection to Quick Part Gallery’. Give your new Quick Part a descriptive name and click ‘OK’.



- With this Quick Part saved, you can now add that text to any email with just a couple clicks. With your cursor in the body section of the email, click the "Insert" tab. Click "Quick Parts," and then select the Quick Part you want to insert. The prewritten text will automatically appear in the body of your email, and you can edit and customize it as needed for your new response.



If you are finding that you are having a hard time keeping up with the many tasks/responsibilities in your life, you may find it beneficial to speak someone about these concerns. There are resources available at the University of Rochester that can assist in making positive changes that can help. Check out our [lifestyle and condition management programs](#), support for personal and work related challenges through the [Employee Assistance Program](#)