

Email Tips

For Mac and PC Users:

▶ ***Send a message to multiple people without revealing other recipients' identities***

To send a message to someone without other recipients of the message knowing, use the **BCC** line in the message you are composing. **BCC** stands for blind carbon copy. If you add someone's name to the **BCC** line, a copy of the message is sent to that person, but his or her name is not visible to other recipients of the message.

▶ ***Add an attachment by using the drag-and-drop method***

To quickly attach a file to a new message, locate the file, for example a .doc file in your folder, and then drag it to the **Inbox** in Outlook. Outlook automatically starts a new email message with the file attached. You can also drag multiple files.

▶ ***Get reminded to reply to a message***

To get reminded to reply to a message, right-click (PC users) or CTRL+click (Mac Users) the message you want to set the reminder for, select **Follow Up** (PC User) or select **Flag for Follow Up** (Mac Users), and select **Add Reminder**. The **Flag for Follow Up** dialog box appears on your screen, in the **Due By** list, select the date when you have to complete the reply. In the second list, select a time. In the **Flag Color** list, click the flag color you want, and then click the **OK** button.

▶ ***Save multiple attachments at one time***

To save multiple attachments at one time, open the message.

PC User:

Click **File** on the menu bar, select **Save Attachments**, and select **All Attachments**. The **Save All Attachments** dialog box appears on the screen, click the **OK** button. Select the folder where you want to save the attached file and click the **OK** button.

Mac User:

Click **File** on the menu bar and select **Save As**. The **Save As** dialog box appears on the screen. Select the folder where you want to save the attached file. Select **Save These Attachments Only** and select the files to save by holding **Shift** and click the files. Click the **Save** button.

For PC Users:

- ▶ ***Does your mailbox need a quick cleanup?***
To clean up your mailbox, click **Tools** on the menu bar and select **Mailbox Cleanup**. You can find items that are old or large and then move or delete them. Click **AutoArchive** to move old items to Archive Folders or click **Empty** to permanently delete items from your Deleted Items folder.
- ▶ ***Keep a desktop alert on the desktop***
To keep a **Desktop Alert** visible so that you have more time to read it, pause your cursor over the alert before it fades from your view.
- ▶ ***Want to turn on or off New Mail Desktop alerts?***
To turn on or off the **New Mail Desktop Alerts**, click on **Tools** on the menu bar, click **Options**, click the **Preferences** tab, click **E-mail Options**, and then click **Advanced E-mail Options**. Under **When New Items Arrive In My Inbox**, click or clear the **Display a New Mail Desktop Alert** check box.
- ▶ ***Need a quick way to verify that the hyperlink is working in the message you wrote?***
In your composed message, press CTRL while clicking the hyperlink.
- ▶ ***Make sending a file through email even easier***
You can send a file on your computer through email by right-clicking the file, pointing to **Send To**, and then clicking **Mail Recipient**. Text is automatically added to the body of the message; however, you can delete the text and add your own text by clicking in the message body, press **Ctrl+A** to select text, and type your message.
- ▶ ***Find all messages sent by the same person***
To find all the messages in a folder from a particular person, right-click a message from that person, select **Find All** from the shortcut menu, and select **Messages from Sender**. The **Advanced Find** dialog box displays a list of messages from that person.
- ▶ ***Collapse or expand sections***
By default, Outlook groups messages by periods of time such as **Today**, **Yesterday**, and **Last Week**. To collapse a section to see only the group heading, select any message and then press the left arrow key. The right arrow key will expand the group.

▶ ***Change the way unread messages are highlighted***

By default, Outlook indicates unread messages in your Inbox by using bold. If you want, you can use a color, a bigger font, or even a completely different font to indicate unread messages. Click on **View** on the menu bar, select **Arrange By**, and select **Custom**. The **Customize View Message** dialog box appears on the screen, click the **Automatic Formatting** button. The **Automatic Formatting** dialog box appears on the screen, click the **Font** button. Choose the font and font color you want then click the **OK** button three times.

▶ ***Find related messages***

To find related messages, right-click the message. A shortcut menu will appear on the screen, select **Find All**, and select **Related Messages**. The **Advanced Find** dialog box appears on the screen with a list of related messages.

▶ ***Spell-Check all outgoing mail***

To have your outgoing mail spell-checked, click **Tools** on the menu bar and select **Options**. Select the **Spelling** tab. Click the **Always Check Before Sending** check box. There are options available to select. Once you are done, click the **OK** button.