

top 10 tips on getting the best from Outlook 2007 & Hosted Exchange 2007



Here's our **top-10 list** of how to get the **best from Microsoft Outlook 2007** and **Hosted Exchange 2007**

If you spend a lot of time working with Microsoft Outlook, these tips can really boost your efficiency. As easy as they are, they are often overlooked and underused. There are usually additional short-cuts and alternative menus for all the tips below.

1 flag for follow-up – use this to set reminders on messages

To set a reminder, which is visible in your Inbox and reminds you to act on or reply to any message, right-click on the message, select **follow up**, and choose your **due by** time and date. You can choose a reminder for Today, Tomorrow, This Week etc.

When you click **ok**, the message will be flagged for you to remember to respond to, and the date and time will be automatically kept track of. To clear the flag, right click on the message and choose Clear Flag.

2 use the to-do bar to manage your daily priorities and information

Check your priorities for the day by looking at the **to-do-bar**. It shows your **flagged messages** (follow-ups) and Outlook Tasks in a simple list which you can **manage and customise to suit you**.

Cunningly, the **to-do-bar** also connects tasks you may set in other Office 2007 applications including OneNote and Windows SharePoint Services.

Check your Calendar too because this is integrated with the **to-do-bar** and show items due for action for each day. This allows you to easily schedule and block out time to work on items.

3 permanently delete messages

When you delete something, hold down the **shift-key** as you click **delete** and it's permanently deleted. You'll be asked if you want to permanently delete the message, just to make sure, as it doesn't go into the Deleted Items folder!

You can multi select a number of messages, or all folder contents, and it works the same way.

4 quickly undelete a message

Ctrl-Z will bring it back. Works across all Microsoft Office applications too.

5 catch those misspellings and common typos

You can easily have Outlook check your spelling in all outgoing messages – very handy if you're a speedy & error-prone typist. In the **tools** menu, click on **options** and the **spelling** tab, then select **always check spelling before sending**.

call sales: **0845 223 9000** email sales: **sales@cobweb.com**

6 quickly add a contact from an e-mail

This is a neat trick to keep your list of Contacts current and complete. When the message is open **right-click** on the **person's name** in the From field and select **Add to Contacts**.

Take a look at that menu – you can also see someone's Free/Busy status if it's visible to you!

7 get organised and colour co-ordinated

This is new for Outlook 2007 - Colour Categories. You are able to easily personalise and add categories to any type of information – messages, calendar items, contacts and tasks.

it's simple; right-click – categorize

You can add and modify colour categories to give you a simple visual way to easily organise your data and search for information, such as "Business Development", "Management Team", "Planning", "Personal" etc.

8 feed outlook with RSS

Read and manage RSS feeds and blogs from within your mailbox. It's the right place to do this and you no longer have to leave Outlook to quickly browse the latest news and sports, industry news or favourite blog posts.

Whenever you see a link to a feed, or on RSS icon **just click** and Outlook will **automatically subscribe** you to that feed.

9 use OWA on an exchange 2007-SP1 server

Outlook Web Access is a quick and simple, yet sophisticated interface to your mailbox. OWA has improved significantly in Exchange 2007-SP1 with functionality on a par with Outlook 2003. You now have the ability to set different **Out Of Office messages** for internal and external recipients, both with a **reminder to turn it off, or an expiry time**; your **folders automatically update** when new mail arrives, no need to refresh all the time now; **reminders are displayed in a drop-down**, and not a pop-up that often got blocked; Auto-complete works when adding email addresses to a new mail; Calendaring is very good now with smart scheduling; the list goes on.

10 make sure you use "outlook anywhere" (aka "cached exchange mode")

You work in a **local copy of your mailbox** (it also allows you to work on email offline) and Outlook connects to Exchange in the background and doesn't hang if there is a break in communication with the Exchange environment. **60% of connections to Exchange use a cached mailbox.** For users of laptops, mobile workers, or if you're on a slower or less reliable network connection, it's a necessity. In Exchange 2007, **Outlook Anywhere** performance is much improved over the Cached-Exchange-Mode in Exchange 2003.

We hope this information was of use to you and something you can start putting into practice. If you are an existing outlook user and would like to know more on how to action these outlook user tips, please contact us at hintsandtips@cobweb.com, alternatively, if you are not an existing outlook user and would like further information on becoming an outlook user, please email us at sales@cobweb.com.

To **discover more** about Cobweb's services, please call our experienced Solution Sales team on **0845 223 9000** or send us an email **sales@cobweb.com**