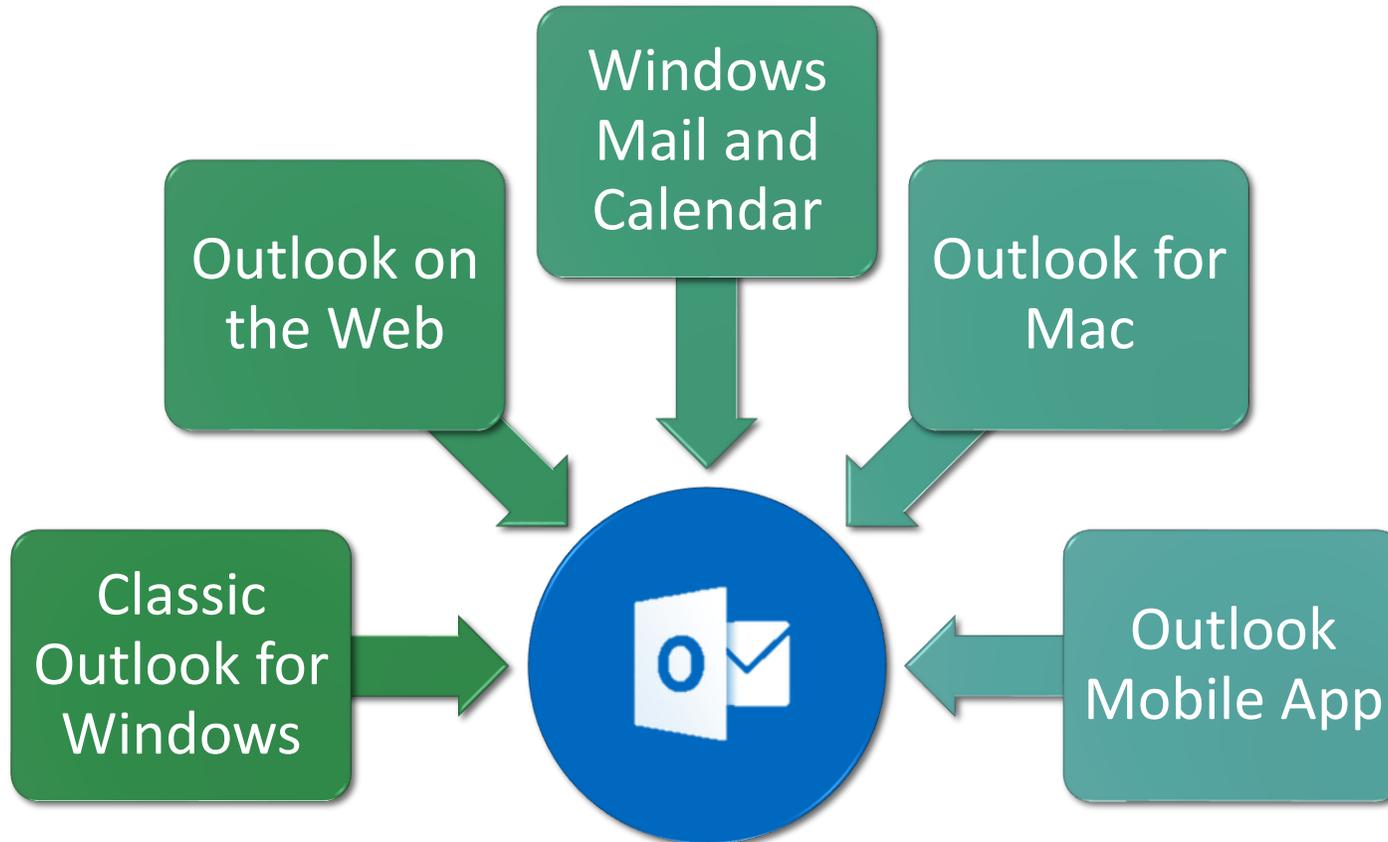


FIVE QUICK TIPS FOR NEW OUTLOOK

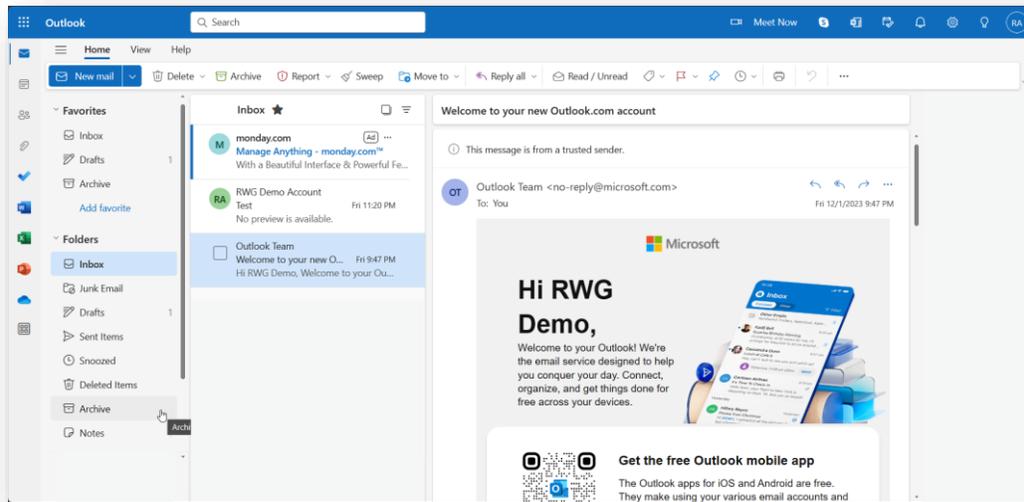


Microsoft's One Outlook Strategy

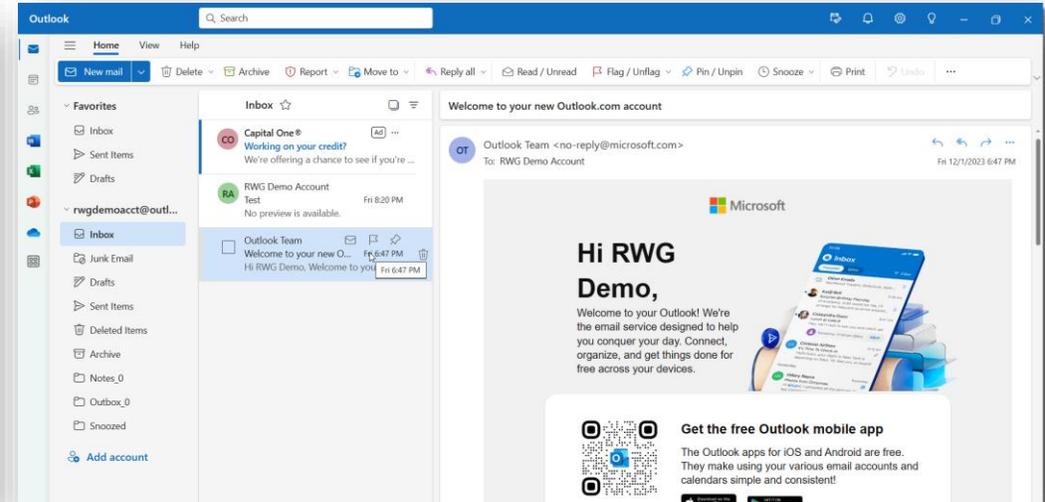


Similar Look and Feel

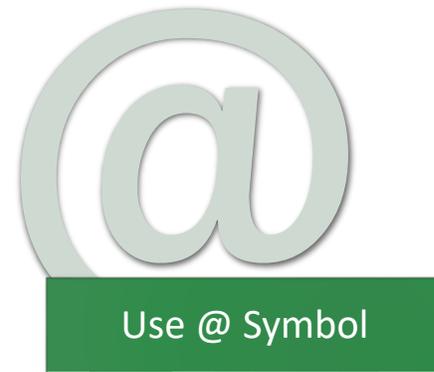
OUTLOOK ON THE WEB



OUTLOOK FOR WINDOWS

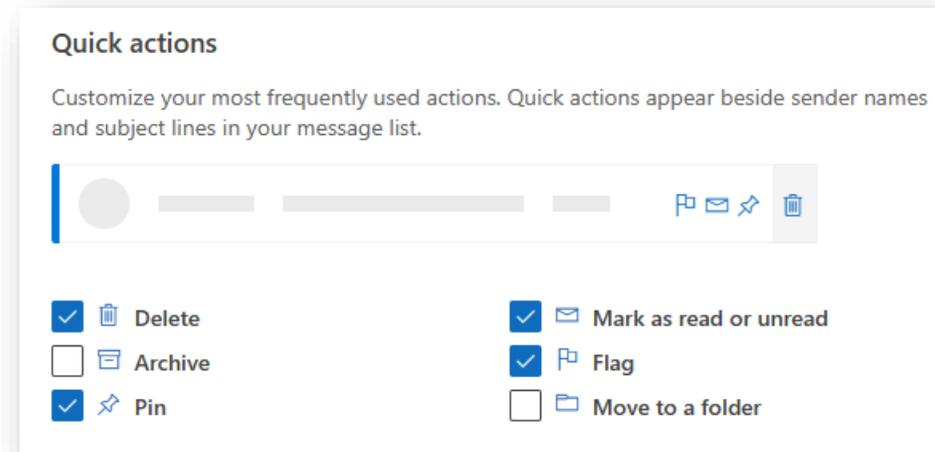


5 Quick Tips for Outlook on the Web



Tip #1: Update Quick Actions

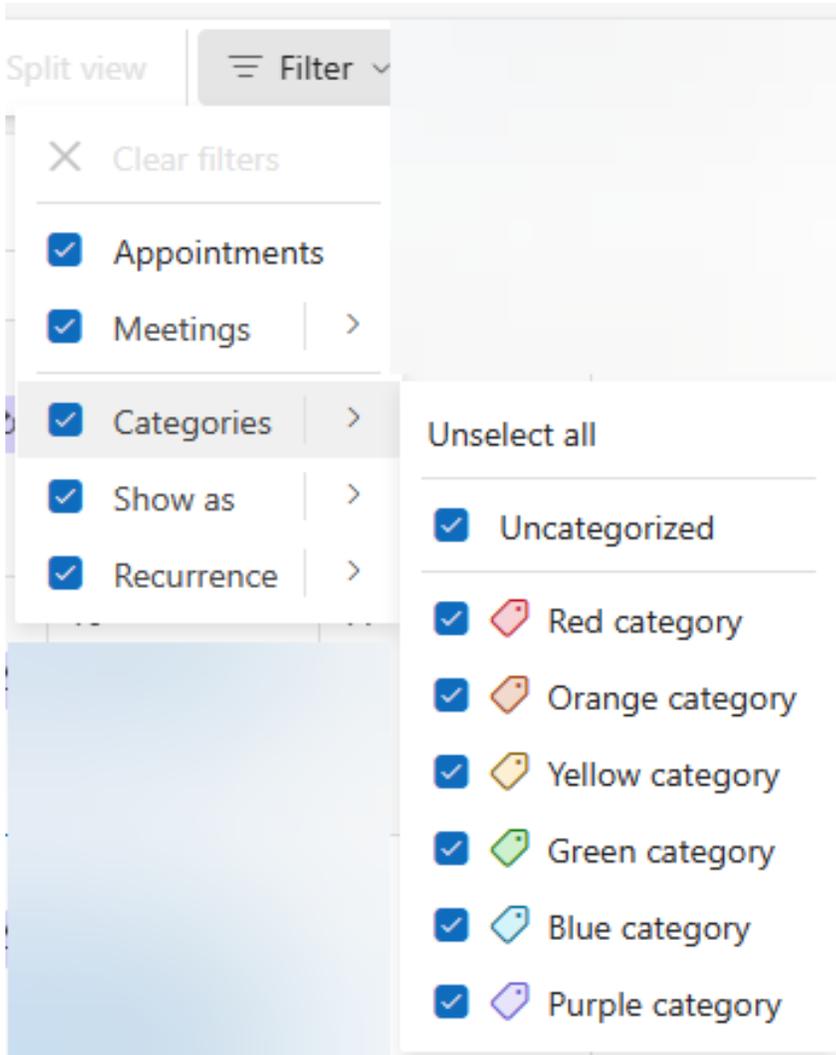
1. Go to **Settings**.
2. Go to **Mail**.
3. Go to **Customize Actions**.
4. Check up to 4 options.
5. Click **Save**.
6. Close **Settings**.





Tip #2: Use @ symbol

When composing a message, use the @ symbol to mention contacts from your address book to quickly add them as addressees.



Tip #3: Filter Calendar

Tip #4: Use Undo Send

Undo send

You can cancel an email message after you've selected Send. To cancel, select the Undo button that appears at the bottom of your screen.

Messages can be canceled for up to 10 seconds. You can choose how long Outlook will wait to send your messages.



1. Go to **Settings**
2. Go to **Mail**
3. Go to **Compose and Reply**
4. Scroll to towards the bottom and update **Undo Send**.
5. Click **Save**.
6. Close **Settings**.



Tip #5: Use Snooze

Use snooze to **DEFER** messages until later.

A photograph of two women in a modern office setting. The woman on the left has her hair in a bun and is wearing a grey hoodie. The woman on the right has blonde hair and is wearing glasses and a teal jacket. They are both looking at a laptop on a desk. In the background, there is a large window and a desk with a blue bag. A semi-transparent dark grey box is overlaid on the bottom left of the image, containing the text 'Put it into Action!'.

Put it into Action!

Managing Email Using Outlook

Long Classes:

- Classic Outlook
- **Outlook on the Web and New Outlook**
- Outlook Tips and Tricks
- Easy Outlook Automation

Short Classes:

- Common Features (*coming soon!*)
- Five Overlooked Features
- Five Quick Tips:
 - Classic Outlook
 - Outlook on the Web
 - Email Management



OUTLOOK ON THE WEB

Questions?

www.rainwatergrowth.com/contact





Thank you!



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