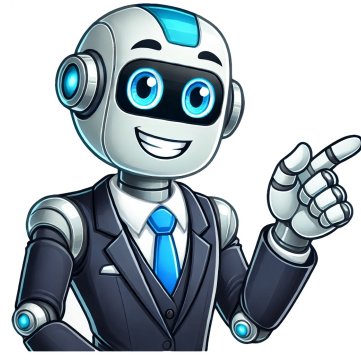


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Are you looking to elevate your Outlook 365 experience? Staying ahead of the curve is crucial in today's fast-paced digital landscape. We're excited to share our comprehensive guide packed with expert tips and tricks to help you optimize your Outlook usage, unlock hidden features, and boost productivity. Here are five essential tips to get you started:

- \*\*Unified Inbox\*\*:** Streamline your emails and calendar in one app, making it easier to manage your schedule, communicate with others, and stay organized.
- \*\*AI-powered Email Writing\*\*:** Leverage AI capabilities to craft polished emails with intelligent spelling and grammar checks, available to Microsoft 365 Personal or Family subscribers through Microsoft Editor.
- \*\*Seamless Integration with Microsoft Apps\*\*:** Easily sync with free Microsoft Word, Excel, and PowerPoint web apps for quick edits and comments, as well as direct access to OneDrive files from your inbox.
- \*\*Stay Organized with Tools\*\*:**
  - \*\*My Day View\*\*:** Access a comprehensive overview of upcoming calendar events and tasks in the 'My Day' view, syncing package delivery details and weather forecasts automatically.
  - \*\*Pin Emails\*\*:** Make emails more efficient by pinning them to the top of your inbox, with options to snooze or set reminders for follow-up conversations.
  - \*\*Scheduled Email Sends\*\*:** Send emails at optimal times, allowing for quick fixes if needed, and undo sent emails within ten seconds.
  - \*\*Sweep Inbox Cleanliness\*\*:** Utilize the Sweep function to clean up your inbox with ease. Stay tuned for more expert advice on unlocking the full potential of Outlook 365!

To declutter your inbox quickly, leverage the sweep function. By setting up advanced rules for incoming emails, you can streamline management and organisation. Furthermore, personalise your Outlook view with over 50 themes and 150+ fonts to match your style and mood. Additionally, adjust the number of displayed emails using compact, cosy, or roomy views. Here are the latest Microsoft Outlook 365 tips:

- Utilise the calendar feature for scheduling meetings easily.
- The "Focused Inbox" separates important from less urgent messages, helping you prioritise tasks.
- Quick Steps enable pre-configured actions to simplify common tasks and save time.
- Rules automate email processing, such as moving emails to folders or sending auto-replies based on keywords.
- Create categories to colour-code related emails for easier management.
- Conversation view displays all thread messages at once, streamlining conversation tracking.
- Use search folders to store frequently run searches and access them quickly. To avoid manually re-entering search criteria each time, use Outlook's advanced find functionality to locate specific emails based on various criteria. This feature allows users to search by attachment type, among other options, reducing the need for manual sifting through numerous results. Flags can be used to mark important messages within the mailbox, preventing them from getting lost among other emails. These flags can be set on individual messages or entire conversations and later used in conjunction with filters and views to locate them efficiently. To stay informed about new mail arrivals, users can set up notifications that appear as pop-ups, banners, or sounds, depending on their preference for intrusive or discreet alerts. Using keyboard shortcuts is another way to streamline tasks within Outlook. By pressing specific keys (e.g., Ctrl+N for creating a new item), users can quickly perform common actions without needing to navigate through menus every time. Customizing signatures per account or contact group helps in professional communications and ensures the intended recipients know who sent which message(s). This feature can be tailored according to specific needs, making it easier to manage multiple accounts. Contact groups facilitate sending bulk emails by allowing users to select their desired recipient list from a dropdown menu. This simplifies the process of composing messages for multiple recipients, saving time and effort. Integrating other apps like Evernote and Trello into Outlook 365 enhances productivity. Users can access various tools directly within Outlook, reducing the need to switch between different applications or websites. Lastly, creating tasks is a practical way to keep track of daily responsibilities without cluttering email inboxes or calendar views. This feature helps users stay organized by centralizing their to-do lists within Outlook.

**Microsoft To Do & Productivity Tips** You can easily add tasks directly from emails, assign due dates, set reminders, and prioritise them according to importance so that nothing falls through the cracks! Get Creative with Templates Creating templates is another great way to save time when sending out repetitive messages such as meeting invitations, or thank-you notes – simply create a template with all the necessary details already filled out then customise it for each individual recipient instead of typing out everything from scratch every single time! Schedule Time For Yourself Scheduling blocks of "me" time throughout each day is essential for achieving balance - whether it's taking a break from work for lunch/coffee breaks, going for walks in nature during lunchtime etc., these moments will help recharge your batteries & give you much needed perspective during stressful times! Create Filters to Sort Emails Filters allow you sort incoming emails according to specific criteria – this makes finding important messages much easier & saves time scrolling through hundreds/thousands of unimportant ones - some popular filter criteria include sender name/address/domain name etc. Save time with Quick Parts Create Quick Parts for default responses to common questions, frequently sent emails and more. Highlight the text you want to save in the body of the email and click 'insert' Click 'Quick Parts' and select 'Save Selection to Quick Part Gallery' Give the text a name and add a description How to use: Click inside the body of the email Click insert Click Quick Parts and select the Quick Part you want to insert Voila! The pre-written text will appear in your email, which can be edited and customised if needed.

**Multiple Time Zones** If you work across multiple time zones and always check google for the time, Outlook can help by showing two or three time zones in your calendar at the same time. Go to: File – Options – Calendar – Time Zones – Show a second time zone Both times will show in your weekly view. Using Outlook for Time Management and Displaying a Desktop Alert Most people use to-do lists in some form or another to manage their time. Research found that 23% of respondents use their calendar, 13% use their inbox, and 38% use an actual to-do list. Given that Microsoft Outlook has all these functions, at least 74% of us can use it for time management. The latest version of Microsoft 365 adds a vertical menu on the left side of the screen, making it easier to access the To-Do list. The naming convention can be confusing, but think of it like your Inbox and Calendar - your To-Do list is made up of important tasks that you need to do. In a busy working environment, it's easy to get distracted and overlook Tasks. Making your To-do list visible in your Inbox can help. Click on the 'View' tab, then click on 'To-Do Bar' and set it to show 'Tasks'. The Task pane will be displayed to the right of your email list, allowing you to manage your To-Do list at all times. You can add your To-Do list to your diary by following these steps: Go to the 'View' tab, choose 'To-Do Bar', then click on 'Tasks'. This saves time and helps you keep on top of your Tasks. You'll need to get used to glancing over your To-Do list, adding tasks and marking them as complete once done. However, making this habit will be worth the effort. Showing your To-Do list in your Calendar and Inbox helps manage your time better. If you use start or end dates for Tasks and want to be reminded of tasks on the day they start or end, you can turn on the daily task view. This is handy if you use these features and should be tried out. You've got your To-Do list visible in your Inbox and Calendar. Now it's time to add tasks manually or from emails. Create tasks manually by double-clicking in a blank area or right-clicking and selecting 'New Task.' Alternatively, you can turn emails into tasks by hovering over an email, noticing the red flag icon, and clicking on it. This turns the email into a task with options to set as 'Follow up Today' or 'Completed.' To create a task from an email, hover over the email and click on the red flag icon. The email will be added as a task, and the flag will turn red. You can also schedule important follow-ups as appointments instead of tasks. When turning emails into tasks or appointments, you'll see a message in the email's heading indicating that it appears in both your Calendar and To-Do list. By using these tools, you can increase your productivity by categorizing tasks using time management techniques like the Eisenhower Matrix. This matrix helps you prioritize tasks based on their importance and urgency. Back on less pressing matters. The Eisenhower Matrix categorizes tasks into four quadrants: Urgent & Important (Quadrant 1), Important but Less Urgent (Quadrant 2), Urgent but Not Important (Quadrant 3), and Not Important or Urgent (Quadrant 4). Tasks in Quadrant 1 should be done immediately, while those in Quadrant 2 can be scheduled for later. Quadrant 3 tasks are important but can be delegated, and Quadrant 4 tasks are not essential and may not need to be done at all. By prioritizing tasks using this matrix, you'll have a more focused To-Do list with reminders for less urgent items. This approach also allows for improved time management, resulting in a shorter, more precise, and more focused task list. When emails arrive, ask yourself if they are urgent and important, and take action accordingly. Create tasks from emails for Quadrant 1 items, schedule Quadrant 2 items on your calendar, or add them as tasks with an end date. This approach will help you achieve a shorter To-Do list of important and urgent items, while also scheduling reminders for less urgent tasks. The benefits of the Eisenhower technique include improved time management, reduced stress, increased productivity, and more free time. Timewatch's innovative OutlookTime system seamlessly converts Outlook appointments into accurate timesheets, slashing hours spent on paperwork each week. This game-changing feature also integrates perfectly with Teams and Google, making time management a breeze. As seasoned experts in business time management, Timewatch excels at scheduling, planning, tracking, billing, and analytics for project time. Their cutting-edge solutions include resource scheduling, time tracking, and professional services automation systems, all tailored to optimize Outlook and Teams functionality. By collaborating closely with clients, Timewatch helps businesses overcome Outlook limitations, allowing users to continue relying on the platform while enjoying seamless integration with their customized solutions. For more information or to explore how these features can be applied in your organization, feel free to contact us via chat or schedule a call with one of our product specialists or systems implementers.

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