

Additional Notes for Microsoft Outlook

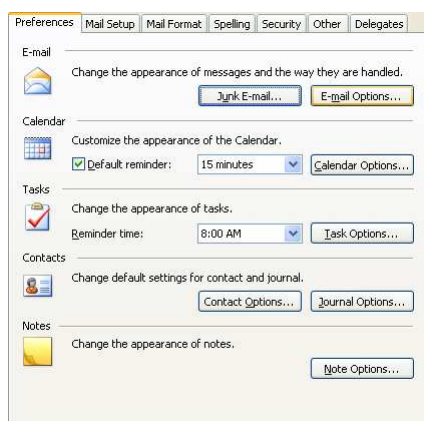
Mark Simon

Commas

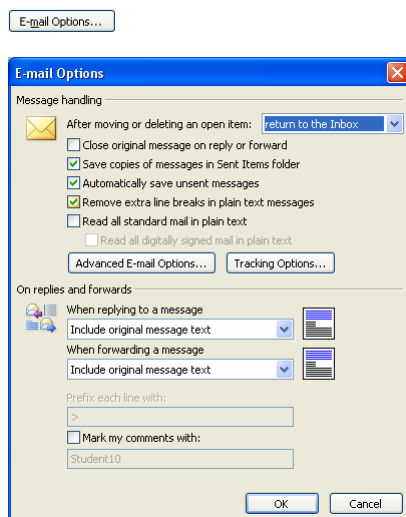
Read Receipts

Alerts

Options to set delimiters, read receipts and alerts are all in the Preferences section:

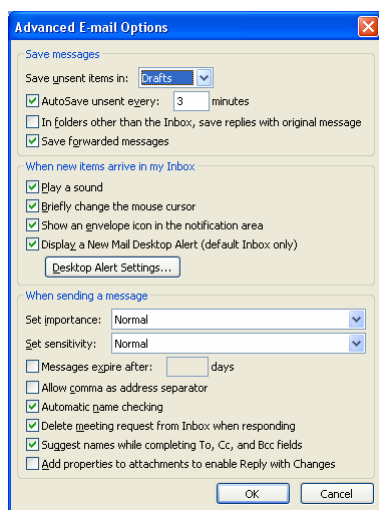


Select E-mail Options ...



Commas & Alerts

Select Advanced E-mail Options... 



When specifying more than one addressee, Outlook expects the addresses to be separated (delimited) by semicolons. You can set the option to accept the comma as a delimiter (which is the Internet standard).

Allow comma as address separator

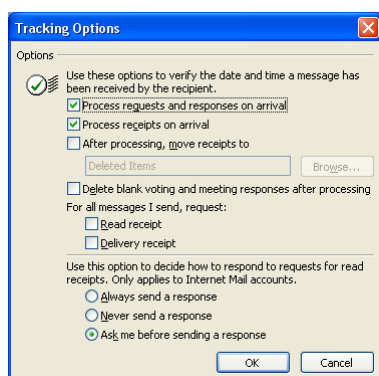
Outlook can also alert you when a message arrives in the Inbox:

Display a New Mail Desktop Alert

Read Receipts

If a read receipt is requested, you can decide whether or not to automatically send one.

Select Tracking Options... 



For security reasons, you should never send one automatically:

Always send a response

but you can decide whether it will ask you.

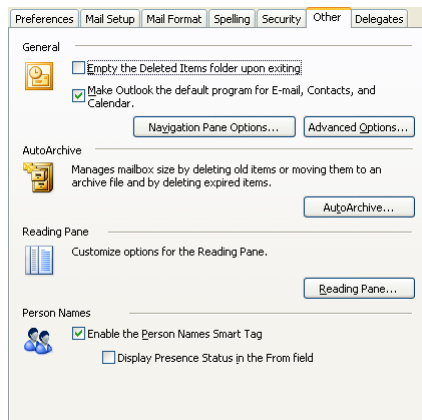
Never send a response or

Ask me before sending a response

Auto Empty Deleted Items

Mark as Read in Reading Pane

To set these options, select the **Other** tab:



Auto Empty Deleted Items

To empty the Deleted Items folder (trash) as you exit, you can select:

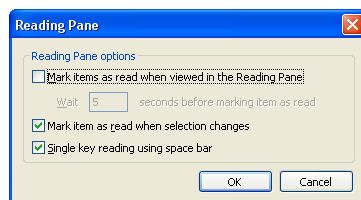
- Empty the Deleted Items folder upon exiting.

However, this increases the risk of accidentally losing email.

Mark as Read in Reading Pane

When the reading pane is turned on, you can choose whether selecting a message automatically marks it as read, and how long it waits before marking it as read.

Select Reading Pane...: 



- Mark items as read when viewed in the Reading Pane

Important Shortcuts

General

Ctrl	S	Save Draft
	Z	Zap Undo
	Y	Repeat/Redo
	A	Select All
	N	New [Message, Appointment, ...]
	O	Open
	W	Close
	X	✂ Cut
	C	Copy
	V	ZXCV Paste
F1		Help

Outlook

F9	Send/Receive (Include this group ...)
Shift F9	Send/Receive Current Folder
Ctrl F2	Print Preview
Ctrl Enter	Send Email
Ctrl R	Reply
Ctrl F	Normal
Ctrl Q	Mark as Read
Ctrl K	Check names
F4	Search for Text
Shift F4	Find Next
Ctrl Shift F	Advanced Find
Ctrl Shift P	Create Search Folder