Disable Notifications

- File > Options
- Mail
- Message Arrival
- Hide desktop alert shortcut : Right click on Outlook icon in system tray

Rules

- File > Manage Rules and Alerts
- Specify Conditions (no conditions = affect all mails)
- Select Action(s):
- Optionally set exceptions

Quick Steps

- Use the Quick Steps section on the Ribbon

Creating a Task from an Email

- Create a Task and drag the email into it. The email in the Inbox can be deleted or archived and that won't affect the email embedded in the task. If the email contains an attachment, the attachment is retained.

- Drag an email to the Tasks "section header" in the Outlook navigation pane. The text in the email gets copied into the Notes section of the task, however, any attachments or embedded images will not be stored in the Task. If you delete or archive the mail in the Inbox, it has no effect the email embedded in the task.

- To include attachments in the task, hold down the right mouse button as you drag the e-mail onto the Tasks "section header". As soon as you let go of the mouse you get a menu. Choose to move or copy the email as appropriate.

- You can also right click on an email and select Move to Folder and select Tasks to do the same as above (it moves not copies)

- If you have the To-Do Bar displayed you can drag an email to it to create a task, however if you delete the task it will delete the original email.

Creating a Calendar appointment from an email

- Create an appointment and drag the email into it. If the email contains an attachment, the attachment is retained

- Drag an email to the Calendar "section header" in the Outlook navigation pane. The text in the email gets copied into the Notes section of the appointment, however, any attachments or embedded images will not be stored in the

appointment. If you delete or archive the mail in the Inbox, it has no effect the email embedded in the appointment.

- To include attachments in the appointment, hold down the right mouse button as you drag the e-mail onto the Calendar "section header". As soon as you let go of the mouse you get a menu. Choose to move or copy the email as appropriate

- You can also right click on an email and select Move to Folder and select Calendar to do the same as above (it moves not copies)

Other Tips

- Start Outlook in a different folder**: File > Options > Advanced**
- Empty deleted items on exiting: **File > Options > Advanced**
- Change folder property to show number of items (not unread): **Right click Folder > Properties**
- Auto delete Meeting and Poll responses: **File> Options > Mail > Update tracking** information and the delete responses that don't contain comments
- Delete meeting request mail once accepted/declined: **Options > Mail > Send messages > Delete meeting request from Inbox after responding**
- Use Favourites
- Archive Button