

Outlook

Change screen view

Minimise the ribbon

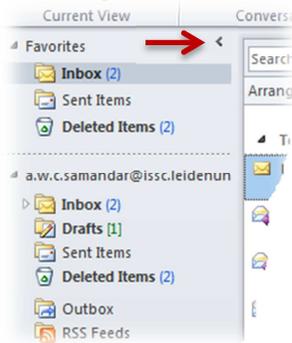
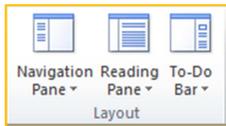
Click (top right) or **Ctrl + F1**.

Click this button again to display the ribbon again.

Minimise the navigation pane and To-Do bar.

To create more space, the Navigation Pane on the left of the screen and the To-Do bar can be minimised. Click the button shown on the right.

More settings can be found on the **View** tab, in the **Layout** group.



Signature

Open a new message. On the **Message** tab go to the **Include** group and click **Signature** followed by **Signatures...**



On the **E-mail Signature** tab click **New**.

Type a name for the signature and then click **OK**.

In the **Edit Signature** box, type the text that you wish to include in the signature and click **Save**.

Out of office assistant

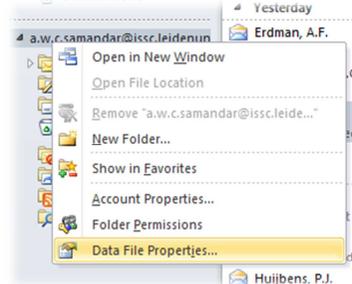
Click **File** and click **Automatic Replies**. In the **Automatic Replies** dialogue box, click the option **I am currently out of the office**. In the **AutoReply only once to each sender with the following text:** field type the message you want to send when you are absent. Click **OK**.

Searching

In the navigation pane click the folder in which you wish to search. In the **Search** field, click the search term and press **ENTER**. Items with the typed text will be displayed and the search term highlighted. Type more items if you wish to refine the search term. Click in the **Search** tab if you wish to expand the search to include all folders or all Outlook items.

Shared mailbox

To add a shared mailbox, right-click the e-mail address and select **Data File Properties**.



Click the **Advanced** button and then the **Advanced** tab.

Click the **Add..** button and type the name of the shared mailbox. Click **OK** in all open dialogue boxes (3x).

The shared mailbox will now appear in the folder list.

Calendar groups

If you have a set of calendars that you often view together, for example of your immediate colleagues or project team, you can create calendar groups so that you can see the combined schedules at a glance.

Creating a calendar group

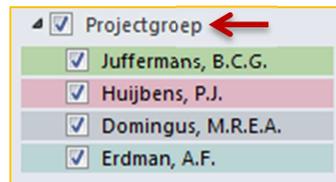
In the calendar on the **Home** tab, click the **Calendar Groups** button and select **Create New Calendar Group**.

Type a name for the new group and click **OK**.

Click in the **Search** field and type the name you wish to add. Select the name that you want to add from the list and then click **Group Members** and **OK**.

View a calendar group

Select the check box in front of the name of the Calendar Group or click the name itself; all associated calendars will be displayed.



Overlay mode

In Outlook you can display several calendars at the same time side by side or combined into one calendar in the Overlay mode.



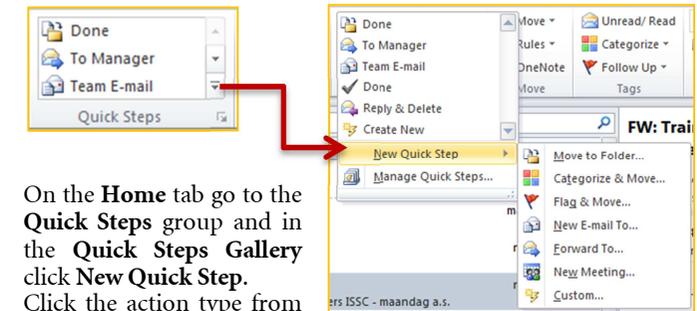
In **Calendar**, in the **navigation pane**, select the check box of the calendar you want to display. The calendar you have selected will be opened alongside the calendar that was already displayed. On the tab of a calendar click the **View in Overlay Mode** arrow.



The calendar will now be displayed in the Overlay Mode with the calendar that you opened first (generally your default calendar).

Quick steps

Quick steps are new to Outlook 2012. They allow you to apply multiple actions with a single click. Quick steps help you to keep your Inbox clean and use Outlook more efficiently. If you always carry out the same steps in Outlook you can create a quick step instead.



On the **Home** tab go to the **Quick Steps** group and in the **Quick Steps Gallery** click **New Quick Step**.

Click the action type from the list or click **Custom**.

In the **Name** box enter a name for the new Quick Step.

Click the icon button next to the **Name** box, click an icon and click **OK**. Under **Actions**, choose an action that you want the Quick Step to carry out. Click **Add Action** for any additional actions. If you want to create a keyboard shortcut, click, in the **Shortcut** key box, the keyboard shortcut that you want to assign.