Article Side

Six Ways to Work Faster in MS Outlook by Harish Sheel

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Microsoft Office is one of the most popular applications used for today to manage your information. Microsoft Office is not only popular among the small and medium business but they are equally popular among the large business as well. Today we will discuss about the Microsoft Outlook which is one of the most popular mail client till date. However with huge number of emails flowing in to your inbox can make it work slow. Today I will help with some handy information that will help you to improve the performance of outlook.

Archive the Old Email

While working on the Outlook you may not want the old emails to still stay in the inbox thus we archive the email that are not important and are old. Thus we archive the mail. Outlook automatically archives the email after 6 month however if you get lots of email you may want to archive the email much before the archive the date. In order to change the archive deadline please go to the properties of Inbox by right clicking the inbox and then go to the properties and then go to the last tab Auto Archive tab which is the last one. You can change the time to Auto Archive. 15 days is a fine duration.

Size of Personal Folder

When ever you launch the Outlook it loads the personal folder of the Outlook that includes the inbox of the outlook. The bigger the size of outlook is the slower is the start up of Outlook. Thus I would recommend you to move the email in to other folder to make it work faster. You may create the folders with the name of the clients and project thus the inbox is as empty as possible.

Updating the status report with the help of Outlook

If you are working on a important project and you want to keep your clients and other members of your organisation updates about the status of the same I would like you to try the following step.

Open the mail containing the details of the project and then, go to the Task tab on the top and then click on the one that Manager Task and then click on the one that says Send Status report. This will come up as an email with the task status at the bottom line and now you can add the CC and BCC and keep others updates in a minute.

Sending the Email faster

While sending the email we tend to attache the email to the attachments and then we send, instead we can directly send the email by right clicking the item we want to send and then go for the one that says send to and then choose Mail recipient and this will open the new mail and then you can send the the Email by adding Cc and BCc.

Correcting the spellings with the help of Outlook

You may come across many instance when you end up sending mail with the incorrect spellings and it may not be even your fault as the term you where trying to use was correct for your line of business but some how the Outlook Spell Checker changed it something else in order to avoid such blunders please add them to the Outlook dictionary. Please open the File and then go to the option and then open the mail tab click spelling and auto correct and then customer dictionary and

then Edit word list ans then please add your word and then click ok and ok again.

Opening the Office application without closing Outlook

We may come across many instances when we need to open the word file or may be some other document in excel in that case instead of closing the outlook and then open the word or excel you can use the short cut command Crtl+Shift+H. This command will bring up the screen that has office application listed like Microsoft Word, Microsoft Excel, Microsoft PowerPoint etc. I hope the above information will be helpful in operating Microsoft Outlook in a better way.

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