

CONTENTS

GET ORGANIZED AND FIND IT FAST!..... 5

Principles of Organization 5

Getting Started..... 6

Knowing What to Keep and What to Trash 7

Creating a Filing System That Works..... 7

Organizing Your Computer Files 10

Creating New Folders in My Documents 11

 Creating Subfolders 11

 Naming and Renaming Files 12

 Moving Computer Files to New Folders 12

Finding Files on Your Computer 13

Organizing Outlook..... 14

Organizing Your Inbox..... 14

Organizing Your Contacts 14

Organizing Your Calendar 14

UNLOAD YOUR INBOX 15

Establish a Routine 16

Turbo-Charge Your Inbox..... 17

What Do You See?..... 17

The Right Provider and Software 24

Outlook: The Right Choice..... 25

Codes for Subject Lines 25

SPAM Blockers 26

 Do Not Respond to SPAMmers 27

 Join the Cause 27

Junk Email Filter..... 28

 Add to the Junk Senders List..... 28

 Oops! Delete Someone from the Junk Senders List..... 29

 Add an Established Junk Senders List to Your Computer 29

 Use Your Signature to Discourage Junk 30

 Ask People You Know to Stop Sending You Junk 30

 Rules Wizard 31

Customize Your Toolbar	32
Organize Your Inbox.....	35
Separate Messages Into Folders	35
Purging vs. Archiving.....	37
Create CYA Folder	38
Find Email Messages Fast	38
Sort Received Date Column.....	39
Change How You View Your Inbox	40
Adjust Inbox Columns.....	41
Color Messages from Certain Senders.....	41
Send Message from Certain Sender to Special Folder.....	42
Move Messages With Certain Subject Line.....	44
Delay Delivery of All Messages	44
Delay Delivery of a Single Message.....	47
Add Tasks Toolbar Button	48
Add Task Request Toolbar Button.....	49
Add Meeting Request Toolbar Button.....	49
Add Bcc to Protect Recipients' Privacy	52
Add Close All Items Toolbar Button	53
Add Send Using Toolbar Button	53
Add Move to Folder Toolbar Button (Ctrl+Shift+V).....	54
Add a Second Close All Items Toolbar Button.....	55
Add a Delete Toolbar Button.....	55
Add a Task Request Toolbar Button.....	55
Add a Meeting Request Toolbar Button.....	56
Add Close and Delete Buttons to Task Request.....	56
Create a Signature for Task Requests or Meeting Requests	57
Add a Signature to a Task Request (or Meeting Request).....	58
Create a Toolbar Button to Send Messages.....	59
Create a Toolbar Button to Forward to Group Automatically.....	62
Create a Signature to Identify Who You Are.....	62
Identify Yourself Using Email Account Preferences	63
Create a Script as a Signature	64
Use the Plain Text Message Format.....	66
Wrap Text for Shorter Sentences	67
Short Text Lines, Long URLs	68
Change Options to Return to Inbox.....	68
Do Not Empty Deleted Items Folder Upon Exit	68
Create Contacts - Your Outlook Database.....	70
Categorize Your Contacts.....	70
Add Categories to Each Contact	71
Filter Recipients by Categories.....	74
Bcc (blind copy)	74

Find a Contact.....	75
Customize the Word Standard Toolbar for Attachments.....	75
Stop Automatic Capitalization of First Letter of Sentences.....	76
Spelling Check.....	77
Add Words to a Custom Dictionary.....	77
More Timesaving Inbox Tips.....	77
Messages People Send You.....	77
Open Multiple Email Messages at Once.....	77
Edit the Subject Line of Messages You Receive.....	78
Edit a Message Someone Has Sent You.....	78
Clean Up Emails and Get Rid of Carets (>>).....	79
Add People to Contacts from Inside a Message.....	80
Use anagram™ for Contacts / Calendar Appointments.....	81
Open or Save Multiple Attachments.....	81
Find Documents in Your Inbox With Attachments.....	81
Extract Attachments from Outlook Folders.....	82
Determine What You've Already Done with a Message.....	82
Messages You Send.....	83
Send an Attachment.....	83
Send a Message to a Contact Quickly.....	83
Prevent Addresses from Popping Up - AutoComplete.....	83
Retrieve a Message You Just Sent.....	84
Resend a Message.....	85
Have Replies to Your Messages Sent to Someone Else.....	85
Create Mail Merge Emails.....	85
More Timesavers.....	87
Email.....	87
Sync Other Email Accounts to Outlook.....	87
Type International Characters with AutoCorrect.....	87
Print Portion of a Message.....	89
Flag Messages for Follow-Up.....	89
Use Keyboard Shortcuts.....	90
Leave Messages on the Server While You're on the Road.....	92
Log Off at Public Mail Stations.....	92
Use Out of Office Email Feature.....	92
Create a Disposable Email Address.....	93
Create a Distribution List.....	93
Create a Distribution List from Names in a Message.....	94
Create a Distribution List with Names from Address Book.....	94
Create a Distribution List from Scratch.....	95
Send Distribution Lists or Contacts to Another User.....	95
Calendar.....	96

Use Words in Your Outlook Date and Time Fields.....	96
View Nonconsecutive Dates on Your Calendar	96
Schedule a Meeting With Your Inbox and Empty It	97
Back Up Your Data	100
Back Up the Inbox	100
Back Up Your Contacts.....	100
Back Up Your Rules	100
Restore Items in a Data File.....	101
Restore Items by Dragging from the .pst Data File	101
Restore Items by Importing a .pst File.....	101
Eliminate Duplicates in Outlook	102
Mapping Feature	102
Surfing the Net from Outlook	103
Scenarios	104
IMPROVE YOUR IMAGE	107
The Right Email Address.....	107
Formatting.....	107
Use Good Grammar, Capitalization, and Punctuation	107
Decorated Emails: Designs, Emoticons, and Smileys.....	108
Signature Line	109
Composing.....	110
Sending	112
What Not to Send	114
Replying.....	115
STAY OUT OF TROUBLE	119
Company Email Policy	119