

Twitter Thread by [Blake Burge](#) ■



[Blake Burge](#) ■

[@blakeaburge](#)



This thread will make you better at Outlook: ■

Color code your emails:

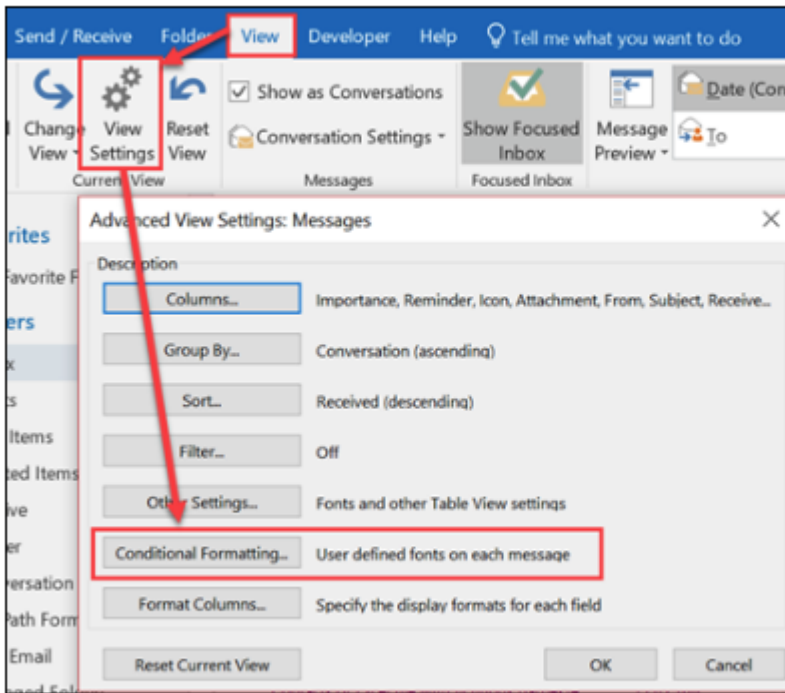
I like to keep things organized.

I'm forgetful & I get A LOT of emails.

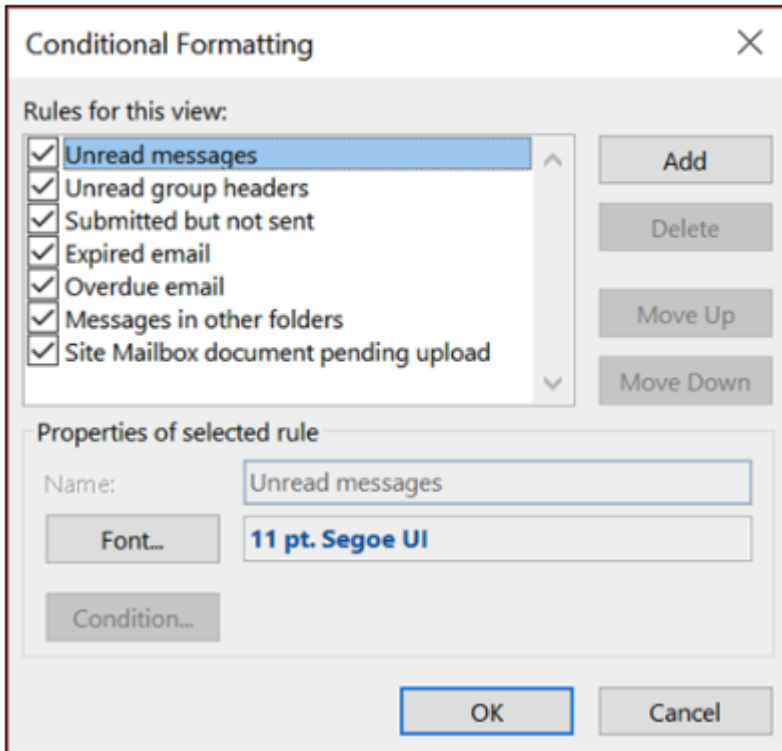
The easiest way I've found to ensure things don't get lost is utilizing conditional formatting.

- View -> View Settings
- Conditional Formatting
- Select type
- Name the rule

1. From any email folder, select **View > View Settings > Conditional Formatting**.



2. In the **Conditional Formatting** dialog box, click **Add**.



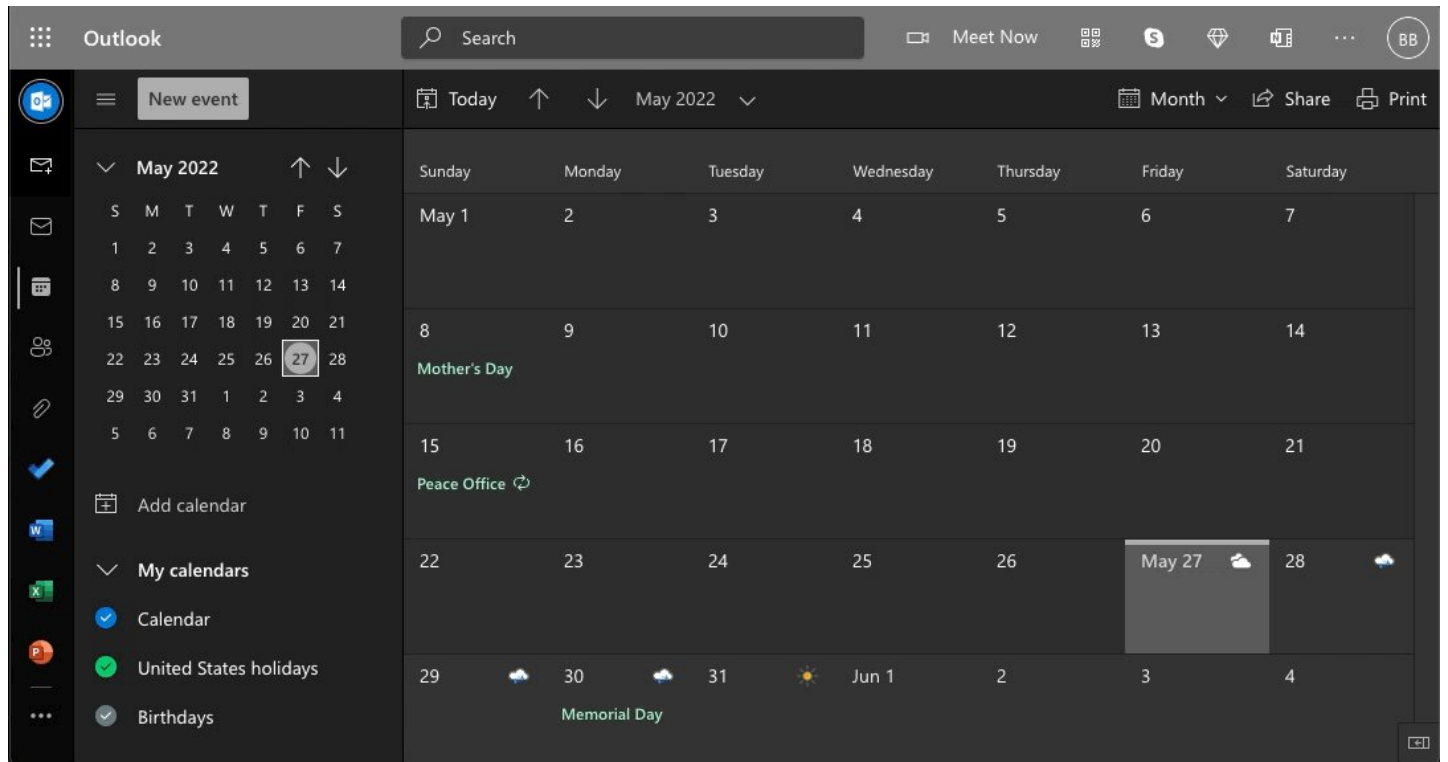
Never miss a game:

Did you know you can add custom event calendars directly in Outlook?

Never miss your favorite TV show or the next big game.

- Just head to "Add Calendar"
- Select "Sports" or "TV"

- Choose the event you'd like to add.



Send delay:

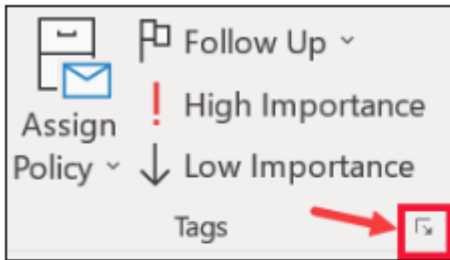
Sometimes you need to write a message now but wait to deliver it until later.

Just use "Delayed Delivery."

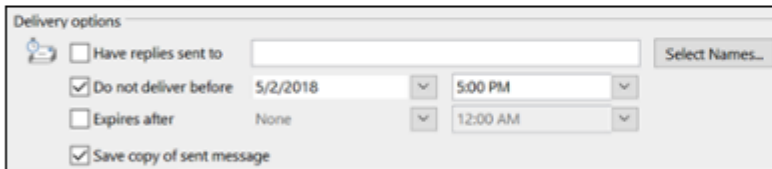
Here's how:

- Write your email
- Select Options -> Delay Delivery
- Choose the "Do not deliver before" time

1. While composing a message, select the **More options** arrow from the **Tags** group in the Ribbon.



2. Under **Delivery options**, select the **Do not deliver before** check box, and then click the delivery date and time you want.

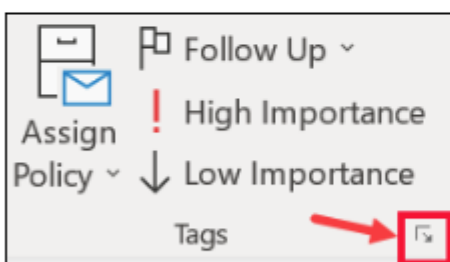


3. Click **Close**.
4. When you're done composing your email message, select **Send**.

After you click **Send**, the message remains in the **Outbox** folder until the delivery time.

If you decide later that you want to send the message immediately, do the following:

1. Switch to the **Outbox** folder.
2. Open the delayed message.
3. Select the **More options** arrow from the **Tags** group in the Ribbon.



4. Under **Delivery options**, clear the **Do not deliver before** check box.
5. Click **Close** and **send**.

Email your calendar:

Avoid the back and forth hassle of scheduling meetings.

Simply email your calendar so people know when you're available (and when you're not.)

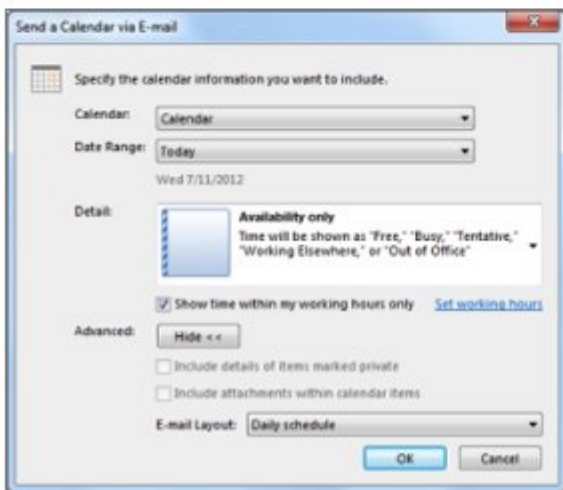
You can also drag items from the received calendar to your own.

Like this:

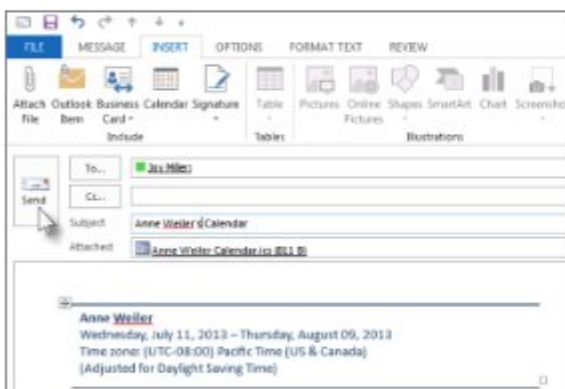
1. On the navigation bar, click **Calendar**.
2. Click **Home > E-mail Calendar**.



3. Specify the **Date Range** for the calendar you want to send.
4. Set the other calendar options you want then click **OK**.



5. On the **To** line, type the name of the person you want to send your calendar.
6. Click **Send**.



Your colleague can now see your calendar in the message and can open the attached iCalendar (.ics) file in Outlook or another calendar program.

Outlook opens an iCalendar file as a new calendar, which you can then view side-by-side with your calendar. You can drag calendar items from the received calendar to your Outlook calendar.

Multiple time zones:

With the rise of remote work, the need to keep track of multiple timezones has never been greater.

Outlook makes it easy.

- File -> Options
- Calendar -> Timezones
- ✓ Show second timezone

You'll now have a side-by-side scale for easy reference.

Add a second or third time zone



In the latest versions of Outlook for Microsoft 365, three separate time zones can be displayed in the Calendar.

In other versions of Outlook, including Outlook 2019 Volume License, Outlook 2016, Outlook 2013, and Outlook 2010 you can display two time zones.

The time zones can be, for example, your local time zone, the time zone of another business location, and the time zone of a city that you often travel to. The second and third time zones are used only to show a second and third time bar in Calendar view, and do not affect the way in which Calendar items are stored or displayed.

1. Click the **File** tab.
2. Click **Options**.
3. On the **Calendar** tab, under **Time zones**, select the **Show a second time zone** check box and, if needed, the **Show a third time zone** check box.
4. In the **Label** box for each time zone, type a name for the additional time zone.
5. In the **Time zone** list, click the time zone that you want to add.
6. If you want your computer clock to automatically adjust for daylight saving time (DST) changes, select the **Adjust for daylight saving time** check box. This option is available only in time zones that use daylight saving time (DST).

Change preview length:

Did you know you can change the number of lines displayed in the preview pane for each message?

Maybe you'd like to see a couple more.

Perhaps you'd like to see none at all.

It's up to you...

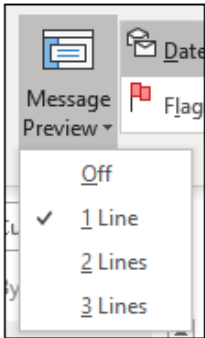
- View -> Message preview
- Select 1, 2, 3 lines (or off)

Display a message preview in the message list



For a way to quickly scan your Inbox, try Message Preview, where you can choose to display between one and three lines of each message in the message list, along with the sender's name and the subject line.

On the **View** tab, select **Message Preview**, and then choose an option.



Keyboard Shortcuts:

I get roasted by people on Twitter sometimes because I'm old-school & still use a mouse.

Well, I'm learning too.

Utilizing shortcuts can dramatically increase your speed, I can't argue with that.

Here are a few of the most popular ones for Windows & Mac:

This article describes the keyboard shortcuts in Outlook for Windows.

Note: To quickly find a shortcut in this article, you can use the Search. Press Ctrl+F, and then type your search words.

In this topic

- [Frequently used shortcuts](#)
- [Shortcuts for basic navigation](#)
- [Create an item or file](#)
- [Format text](#)
- [Use search](#)
- [Print items](#)
- [Use flags](#)
- [Use color categories](#)

Quick Steps:

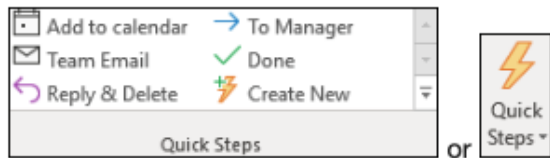
Turn 3 steps into 1.

Quickly manage your inbox by configuring quick steps for common repetitive tasks you do on a regular basis.

- Home -> Quick steps
- Create new -> Name
- Actions ■■

Choose what you want to happen based on the criteria you determine.

Quick Steps apply multiple actions at the same time to email messages. This helps you quickly manage your mailbox. For example, if you frequently move messages to a specific folder, you can use a Quick Step to move the message in one click. Or, if you forward messages to your manager or peers, a one-click Quick Step can simplify the task.



The Quick Steps included with Outlook can be customized. You can also create your own to make a Quick Steps gallery of mail actions that you take most often.

Note: Quick Steps cannot be undone using a menu command or with a keyboard shortcut like Ctrl+Z. This is because Quick Steps can contain actions such as Permanently Delete that are not able to be undone.

Mute Conversations:

Man do I get tired of "reply-all."

Yes, it has a purpose & I too would like to be copied on emails that are pertinent to me.

There are also times when I'm stuck in a never-ending cycle of replies that has 0 to do with me.


Here's how to stop the madness:

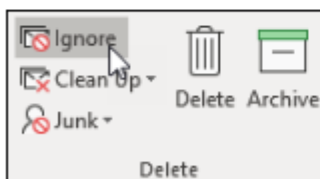
You can keep unwanted conversations out of your **Inbox** by using the Ignore Conversation feature. Ignore Conversation removes all messages related to the conversation that you select, and moves future messages in the conversation directly to your **Deleted Items** folder.

You might know a Conversation by the term email thread. A Conversation is the complete chain of email messages from the first message through all responses. The messages of a Conversation have the same subject.

For example, when you send a message to someone and then they reply a Conversation results. In many Conversations, there might be many replies back and forth, or even multiple people all replying to parts of the Conversation.

Ignore a conversation

1. In the message list, select the conversation or any message within the conversation that you want to ignore.
2. On the **Home** tab, in the **Delete** group, select **Ignore** .



If you are working from an open message, on the **Message** tab, in the **Delete** group, select **Ignore**.

3. Select **Ignore Conversation**.

Ok, you've made it this far.

I'm guessing it's safe to assume you're into learning how to be more productive.

Check out my new Excel course.

- Most jobs require basic Excel skills.
- More skills = More money ■

Simple.

Next round starts in 3 days!

<https://t.co/h1cq3W6aLI>

That's all for today!

Follow me [@blakeaburge](#) for weekly threads on business & productivity.

Join 15,000+ others & check out my newsletter—It's free!

- The best of Twitter

- In your Inbox

- Every Sunday

<https://t.co/v49JfYPPKP>