

On site customised Microsoft Office and
Google apps courses

Outlook Reference Notes - SAMPLE

www.azsolutions.com.au

Info@azsolutions.com.au

0414 417 059

analir pisani

Contents

Create Folders	2
Quick Steps	2
Add Save sent items	2
Do not Save	2
Sending emails from multiple addresses	2

Sample Only - Do not Reproduce azsolutions pty ltd

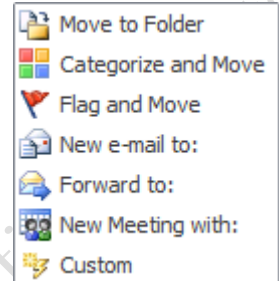
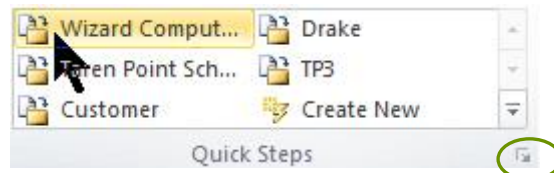
Create Folders

1. Right Click where you would like the folder
2. Select **New Folder**

Quick Steps

Quick Steps is where you can store your favourite folders, Categorize and Move, Flag and Move, New e-mail to:, forward to:, New Meeting with: and Custom.

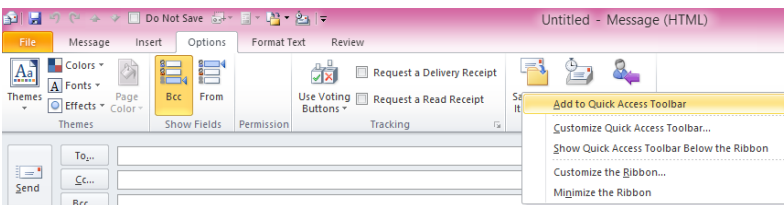
Must be in Mail Item
Home Tab



Add Save sent items

Add the save sent items icon to the Quick Access toolbar

1. **Right Mouse Click** on the command button
2. Select **Add to Quick Access Toolbar**



Do not Save

Add do not save icon to the Quick access toolbar

1. Click on the drop down arrow of the **Add to Quick Access Toolbar**
2. Select **More Commands**
3. Choose commands From: Select **All Commands**
4. Find **Do Not Save**
5. Press **add**
6. Press **Ok**

Sending emails from multiple addresses

1. If you send emails form multiple addresses
2. Click **New email**
3. Options **Tab**
4. Press **From**
5. Change to the email address you need