Tips to Increase Productivity with Microsoft Outlook

Since its release in 1997, Microsoft Outlook has become the primary email client, calendar tool, task list and notes program for most offices. In 2013, Outlook reached 347 million users in the US alone. Even though you may interact with this program every day, are you familiar the shortcuts and tools it provides? Stimulus Technologies has put together an instructional guideline that will help you increase productivity and get familiar with Outlook.

The instructions below are based on Outlook 2010, but should work with older and newer versions.

1. Useful Shortcuts

It may not seem like it, but clicking through the navigation pane to create a new email, or switching from your inbox to your calendar, may take more time than you think. Learn the shortcuts that are most useful to you and save time. Here are some general shortcuts you may find useful. You can also download a cheat sheet by clicking here.

In Mail Screen

- **CTRL + N** = Create new email
- **CTRL + R** = Reply to Email
- **ALT + W** = Forward Email
- **CTRL + Enter** = Send Email

In Calendar Screen

- **CTRL + G** = Launches "Go to date" dialog to jump to any date in the calendar
- **CTRL + Shift + A** = Open a new Appointment
- **CTRL + Shift + Q** = Open a new Meeting Request

2. Using Email Templates

If you send the same emails frequently, such us, reminders of due invoices, reports, or requests for information; email templates will save you time...

Read the full article

Got Questions? Call 855-564-3166 or email us today!

Tip of the Month:

Do you have a Linksys Wireless Router at your Home or Office? If you do, you may be at risk of a new malware attack that affects the firmware on your router. TheHackerNews.com explains more; click here to read the article.

Small Business Security Part 3 - Spam Protection

On this third, seven part series, Nathan explains how spam protection is usually setup, our recommendations and why is essential to have anti-spam service in your network.

Cyber Breach Insurance

Did you know that the cost for cyber breach security for a small business can be up to $82,000 and that your general liability insurance does not cover hackers attacks? Click here to read this very informative article about Cyber Breach written by **Julie Sloderbeck** from **Brown and Brown Insurance of Nevada**.