

Outlook 2010 Tips and Tricks

Computer Training Source
1.925.847.2656

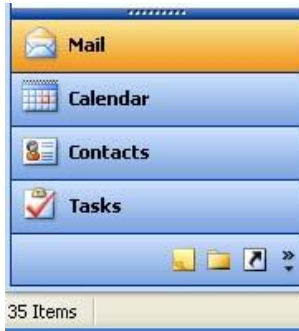
Quickly Manage Outlook Items

One my favorite time saving tips is also one of the easiest to use. In Outlook 2003 you can drag any item (appointments, emails, notes and tasks) from its original location to any other component (Inbox, Calendar, Tasks) in Outlook.

For example; let's assume that one of your coworkers sent you an email that contains the address of the restaurant you are to meet next week. You can simply drag the email from the Inbox directly on top of the Calendar. All of the information contained in the email (except the attachments) will appear in the body of the appointment.

Here's How:

1. From the Inbox, locate the email that you would like to add to your calendar.
2. Drag the email on top of Calendar and release the mouse.



Outlook will automatically add the contents of the email into the body of the appointment.

Make any changes necessary and click on Save and Close when done.

You can also have the attachments copied over as well.

Here's How:

1. From the Inbox, locate the email that you would like to add to your calendar.
2. Right Click and hold the email and drag the email on top of Calendar and release the mouse. Make your choice from the shortcut Menu.