

## Calendar

If you've ever needed to look at random days of your calendar but don't want to look at the entire month, you can easily do so by following these steps:

- Use the Calendar visible in the To Do Bar (right column) or in your Navigation Pane in the left column.
- Hold the Control key and click on the dates you want to see.
- A new Calendar view will populate with only the dates you want to see.

I like using this feature when scheduling a meeting with someone who says "Tuesdays and Thursdays are good for me. What do you have open over the next few weeks on those days?"



## Email

### Drag and Drop email to reference later

When dragging an email containing an attachment, right click before dragging.

#### A. Calendar appointment

- Drag email to Calendar in Navigation
- Assign date and subject > Save & Close

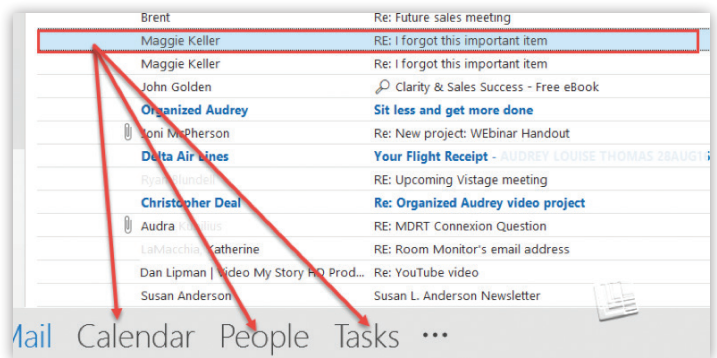
#### B. Task

- Drag email to Tasks in Navigation
- Rename, assign dates, categories, and include desired notes

## C. New Contact

- Left click and drag email to People or Contacts
- Highlight and drag contact information to appropriate fields
- Clean up Notes section by using Control+A > Delete
- Save & Close

Here's a graphic that shows how to drag an email to the Navigation Pane.



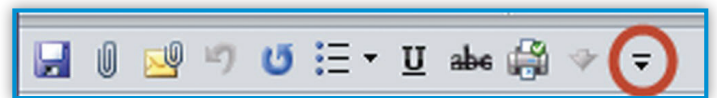
## Quick Access Tool Bar

There are several things worth your time to customize within Outlook. This tip is one that applies to not only Outlook, but Word, Excel and PowerPoint too. It's called the Quick Access Tool Bar and can be found either above or below the ribbon along the top of your screen.

Think about your favorite features/options/tools you use when using these applications and how much time you spend looking for them. The Quick Access Tool Bar is a placeholder for your favorite buttons and will save you time and make you more efficient.

Here's how to customize in each application:

- Click on down arrow just to right of Quick Access Tool Bar



- Display tool bar above or below Outlook Ribbon
- More Commands > All Commands
- Add or delete commands of choice, arranging in desired order. Press OK.