# Outlook's Best Kept Secrets



1. **Quick Access Tool Bar**
2. **Reclaiming storage space in Outlook**
3. **Adding a 2nd time zone**

## **1** The ultimate shortcut

Shortcuts save time, energy and often money. In Outlook and elsewhere within Microsoft programs such as Word, Excel and PowerPoint, you have the Quick Access Tool Bar, which is a mini tool bar designed to contain shortcuts you use most often.

The Quick Access Tool Bar typically sits above the "ribbon" which makes it hard to see. You can click on the down arrow next to it to move it just below the ribbon which will make viewing it a little easier. Here's what it looks like:
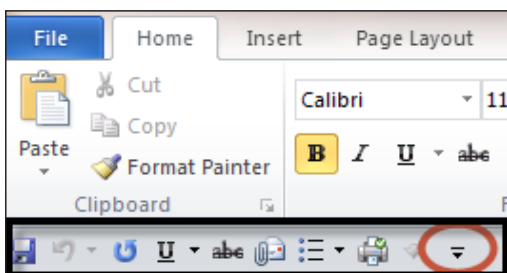


Take a few minutes to customize your own Quick Access Tool Bar by clicking on the down arrow to the right of it. But before you do so, stop and think about the shortcuts you use most often. Here are some possibilities:

- Save
- Undo typing
- Underline
- Strikethrough
- Bullets
- Quick Print

There are 3 easy steps to follow in creating this shortcut to best serve your needs. Please note that you'll need to customize this tool within each of these programs: Email, Calendar, Tasks and Contacts within Outlook and also Word, PowerPoint and Excel.  It's well worth your time.

*Remember the Golden Rule of email: "The more you send, the more you shall receive."*

**– Audrey Thomas a.k.a. Organized Audrey**

▶ Click on the down arrow to the right of the Quick Access Tool Bar

▶ Scroll down to **More Commands**

▶ From the drop down menu under **Choose Command From** choose the option of **All Commands** as this provides you the most extensive list of options. Scroll through this list, highlighting and adding which shortcuts you want included in your Quick Access Tool Bar. You can also decide which order you want these shortcuts to be displayed on the Quick Access Tool Bar. When finished, click **OK**.

You will no doubt be amazed at how handy this tool becomes, especially considering that many people don't even realize it's been sitting there all along!

## ② Reclaiming storage space in Outlook

Depending on the size of your corporate mailbox limit, you may or may not get regular hate mail from your IT department, threatening to shut you down unless you free up some space. People often feel their only choice is to move or delete email from their Inbox, Sent or Deleted folders.

But there's another place you can look to for freeing up space…your Calendar. Appointments containing emails and attachments contribute to your storage limit just as emails do. Here's how to locate appointments that can be cleaned up in order to reclaim lost storage.

While viewing your calendar, click on the **SEARCH** box just above your calendar. You'll notice that the Search tab appears on your ribbon and now shows different criteria to search by. Click on **Has Attachment**.
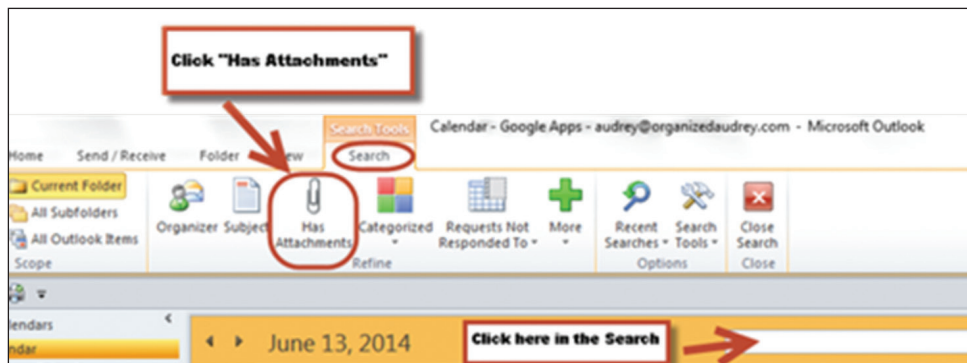


Next, you'll see a listing of all of your calendar appointments that contain an attachment.
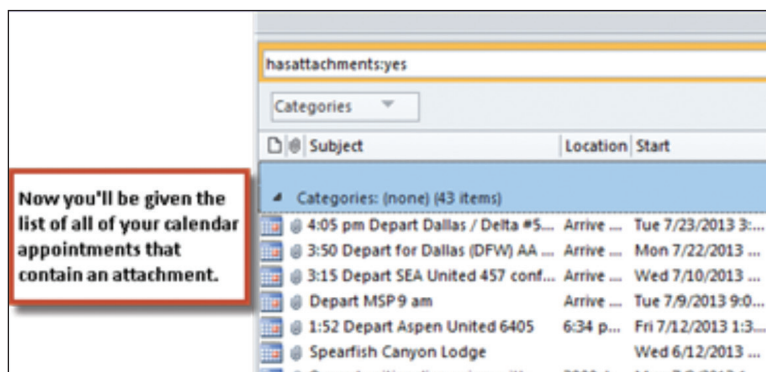


*According to a survey of 2,000 employees by Salary.com most employees say that they waste about two hours per day procrastinating on projects that are due by surfing the web and conducting personal business.*

You must now decide whether you want to 1) delete the entire appointment or 2) delete only the attachments in individual appointments. Changing your View at this point to include the Reading Pane might speed up the process and help in reviewing an appointment. To do this, Click on **View** in the ribbon and then click on **Reading Pane** to turn this feature on.

Unfortunately, there is no quick and easy way to delete *only the attachments*. You have to open up each appointment (by double clicking on it in the list) and then right click on the attachment, and then choose **Cut** or use the Delete key on your keyboard.

On the other hand, if you want to delete an *entire appointment*, it's super easy and fast. You simply use the Control key and click on those calendar appointments in the list that you want to delete, and then hit the delete key, deleting many at a time, including their attachments. Viola!
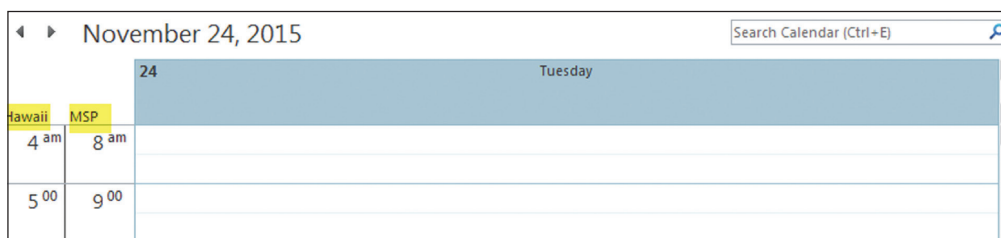
## ❸ Adding a 2nd time zone

Whether you have clients in a different time zone or you have a child studying abroad, you might find yourself consistently counting in your head (or using your fingers) to figure out their time zone. If this sounds familiar, it's time to create a shortcut on your calendar that allows you to see not only your time zone but someone else's as well.  In Outlook, it's super easy and quick to make happen. Just follow these steps:

▶ In the toolbar, click File > Options > Calendar

▶ Scroll down to the section labeled **Time Zones**.

▶ Click the box that states **Show a second time zone**. Assign a label for it and choose the desired time zone.

▶ Click **OK**

Just like that, you've added a 2nd time zone to your calendar.  No more counting fingers.

Here's a screen grab showing my time zone (Minneapolis) and Hawaii's. Now…if only I had a reason to be calling Hawaii!