Outlook Tips

I would like to share a few more Outlook tips with you since I run into needing the following a lot when setting up computers or searching my e-mail.

Change the Default Address Book

Which address book do you use the most? Do you keep all of your contacts in your own personal address book or do you rely on Cornell's global address book more often? Below are directions on setting the one you want as your default address book.

1. On the Home tab from any Outlook screen | select Address Book
2. Select Tools | Options
3. To choose what lists Outlook searches first: Select either 'Start with Global…" (Cornell's List) or "Start with Local.." OR you can customize your desired order
4. Select the desired address list to show first when opening the address book

How-To Videos:

- Use Global (Cornell list) as default: http://screencast.com/t/bS975VRzlg6e
- Use Your Address Book: http://screencast.com/t/PTtY0zuD8T

Finding Someone In Cornell's Global Address List

How many times have you tried searching the Cornell Global Address Book for someone who you know is in there, but you can't seem to find them (or you have to scroll through a long list to find it)? There is a better way to search for a name, read below to see how.

Option 1: Search Address Book

1. Open a new e-mail and open the Address Book by clicking on the To… button
2. Select "Global Address List" under "Address Book"
3. Select the "More columns" option, enter any part of the first and/or last name in the Search: box – Click Go (or hit enter) to start the search
4. **PLEASE NOTE:**   You will need to change the option back to "Name Only" if you want to be able to scroll through your list of contacts again.

How-To Video: http://screencast.com/t/mEx0rccj3

Option 2: "Check Names" button

1. Enter any part of the first and/or last name in the text box next to the To… in your new message
2. Click on "Check Names" (if you don't see this button, make sure you are looking under the 'Message' tab in your new e-mail)
3. If Outlook finds the person, the name will be underlined
4. If Outlook found more than one possible match, a new window will open with the list of possible matches for you to select from.

How-To Video: http://screencast.com/t/yCWA0vfCMGSB

Find Related Messages

Looking to find an e-mail you sent to someone related to one that just came in? Or want to see more past e-mails from that sender? You can quickly do this!

1. Right-click a message | Find Related | Messages in this Conversation/Messages from Sender

Adapted from: http://www.ndsu.edu/lunchbytes/Outlook%202010%20Tips%20n%20Tricks.pdf