THE TOP TEN LIST
TOP 10 WAYS TO MAXIMIZE YOUR OUTLOOK (ON E-MAILS)

1. MENTION SOMEONE IN A MESSAGE WITH @ TO GET THEIR ATTENTION
2. KEEP E-MAIL THREADS TOGETHER AND VIEW BY CONVERSATION, CAUSE NO ONE HAS TIME TO SIFT THROUGH ALL THOSE E-MAILS
3. SETUP E-MAIL RULES FOR GROUP MESSAGES WHEN YOUR COWORKER FORGETS TO MOVE YOU TO BCC
4. STAR FOLDERS AS FAVES FOR EASY ACCESS TO CONVERSATIONS
5. FLAG MESSAGES TO REMIND YOURSELF TO FOLLOW UP WITH SOMEONE OR ON SOMETHING SO THINGS DON’T FALL THROUGH THE CRACKS
6. SETUP MESSAGE TEMPLATES FOR QUICK REPLIES IN A COUPLE CLICKS
7. SCHEDULE E-MAILS TO SEND FOR A LATER DATE AND TIME
8. INTEGRATE ADD-INS SO YOU DON’T HAVE TO LEAVE YOUR INBOX WHEN WRITING A MESSAGE
9. MOST MEETINGS SHOULD BE E-MAILS BUT IN CERTAIN CASES, TURN AN E-MAIL INTO A MEETING OR APPOINTMENT FOR FOCUS TIME
10. CREATE SAVED SEARCH FOLDERS TO FIND REGULARLY SEARCHED ITEMS