

3

EASY OUTLOOK

SHORTCUTS

1

OPEN YOUR CALENDAR IN A SECOND WINDOW

You can open any Outlook item (Calendar, Tasks, Inbox, Notes) in another window. This feature is helpful for users with dual monitors.

1. **Right click** the Calendar in the Navigation pane.
2. Select **Open in New Window**.

2

REPLY WITH MEETING

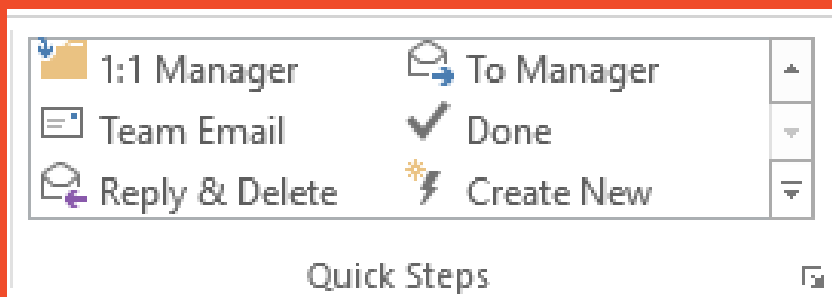


Sometimes an answer requires a face to face meeting. Outlook's Reply with Meeting Feature allows you to do just that.

1. Select a message in your inbox.
2. **Select the Reply with Meeting button**, which appears in the Respond group on the Ribbon's Home tab.

3

THE REPLY AND DELETE QUICKSTEP



How many of the emails in your inbox just need a quick reply? There is no need to keep them around to delete later. Use the Reply and Delete Quick Step instead of clicking the reply button.

1. Select a message.
2. **Choose the Reply and Delete Quick Step**.
3. **Type your reply** and select **Send**.
4. Your response will be sent and the message will automatically delete.