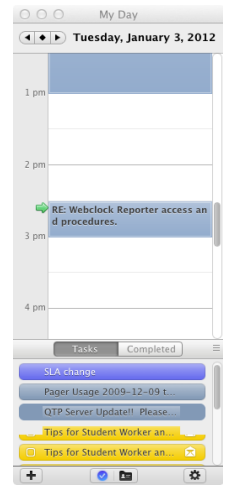


Outlook Productivity: Office 2011 for Mac

Planning

MY DAY

1. Launch My Day
2. Click the Preferences icon
3. Configure My Day to open when the computer starts
4. You can also configure Task and Calendar Options
5. My Day will run even if Outlook is closed allowing you to view your appointments, contacts and tasks quickly.



Creating Categories

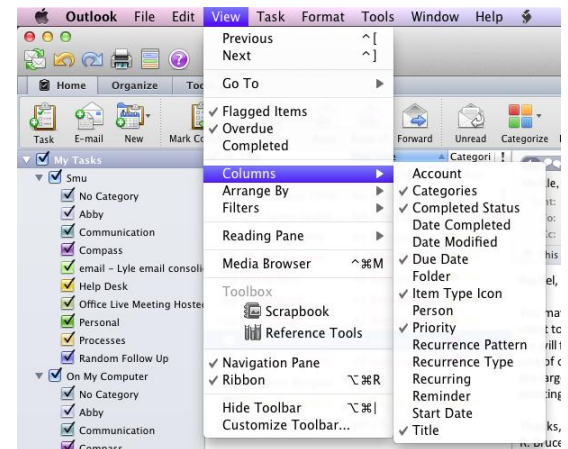
1. On the Home tab, click the arrow underneath Categorize
2. Click Add New to create a new category. Click Edit all to remove categories or modify colors

Open in Tasks or Calendar

1. Click the Task list
2. Click View—Arrange By—
3. Click Make this the default view

Modifying View Settings

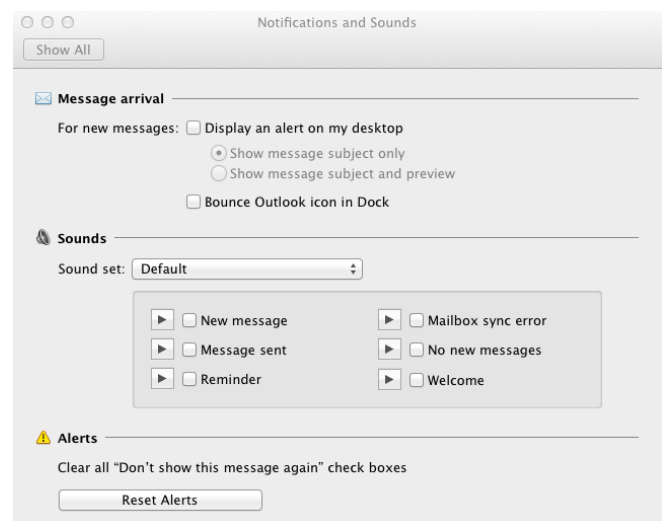
1. Click the appropriate tab (Mail, Calendar, Contacts, Task)
2. Click the View menu
3. Select Columns and add any columns that you wish to display
4. You can also change the arrangement/sorting for filtering from the View Menu



Minimize Distractions

Turn off Desktop Alerts

1. Click Outlook
2. Click Preferences
3. Click Notifications and sounds
4. Uncheck all options



Rules and Custom Alerts

1. Click Outlook
2. Click Preferences
3. Click Rules
4. Select “Exchange” under the “On My Computer” section
5. Click the plus sign to create a new rule
6. Specify the criteria.
7. For a custom notification, set the action to “Display Notification”
8. Click OK

Rule name: Abby

When a new message arrives: If all conditions are met

From Contains akinney@mail.smu.edu

Do the following:

Display Notification Show Subject Only

Set Category Abby

☒ Do not apply other rules to messages that meet these conditions

☒ Enabled

Cancel OK

Other tips

- Unsubscribe from newsletters, advertisements, etc or create rules for these items
- Use RSS feeds for news sites and journals
- Use a non business email address for online shopping/registrations
- Check email during specified windows—not all day long!

Processing Mail

Creating New Folders

1. Control Click to display the new menu
2. Select New Folder
3. Name the folder

Assigning Categories

1. Click on the message, appointment or task
2. Click the arrow next to categorize and select the appropriate category

Conversation View

1. Click on the Organize tab
2. Click Conversations
3. If you move/delete the top message, it will move all related messages at the same time.

Online Training

- <http://mac2.microsoft.com/help/office/14/en-us/outlook/item/69df633d-a930-4e06-9c08-7515ee607b49>
- <http://www.microsoft.com/mac/support>