

Microsoft Outlook 2013

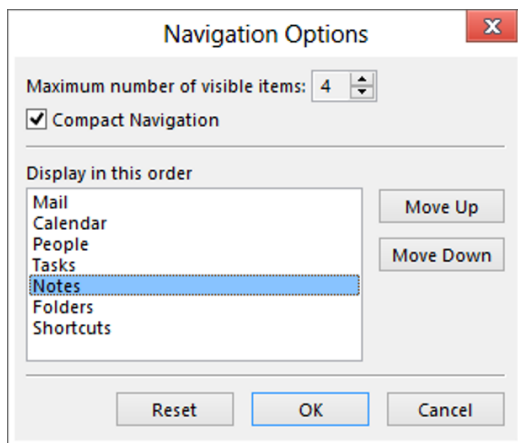
I've put together a few of my favorite tips for Outlook 2013 in order to help you organize your email and calendar more efficiently.

Check your calendar while writing an email

Writing an email is now a lot easier with Outlook 2013 – there's no need to leave your email in order to **check the calendar** for appointments. And to make it even more interesting, you can also take a quick look at your Tasks and Contacts while editing the email.

In order to see your calendar, you simply move your cursor over the Calendar at the bottom and a smaller version of it will pop up next to your email. You can click through the various dates to see appointments just the same way as you can open a pop-up Tasks or People window by moving the cursor over these features.

Where did my Notes go?

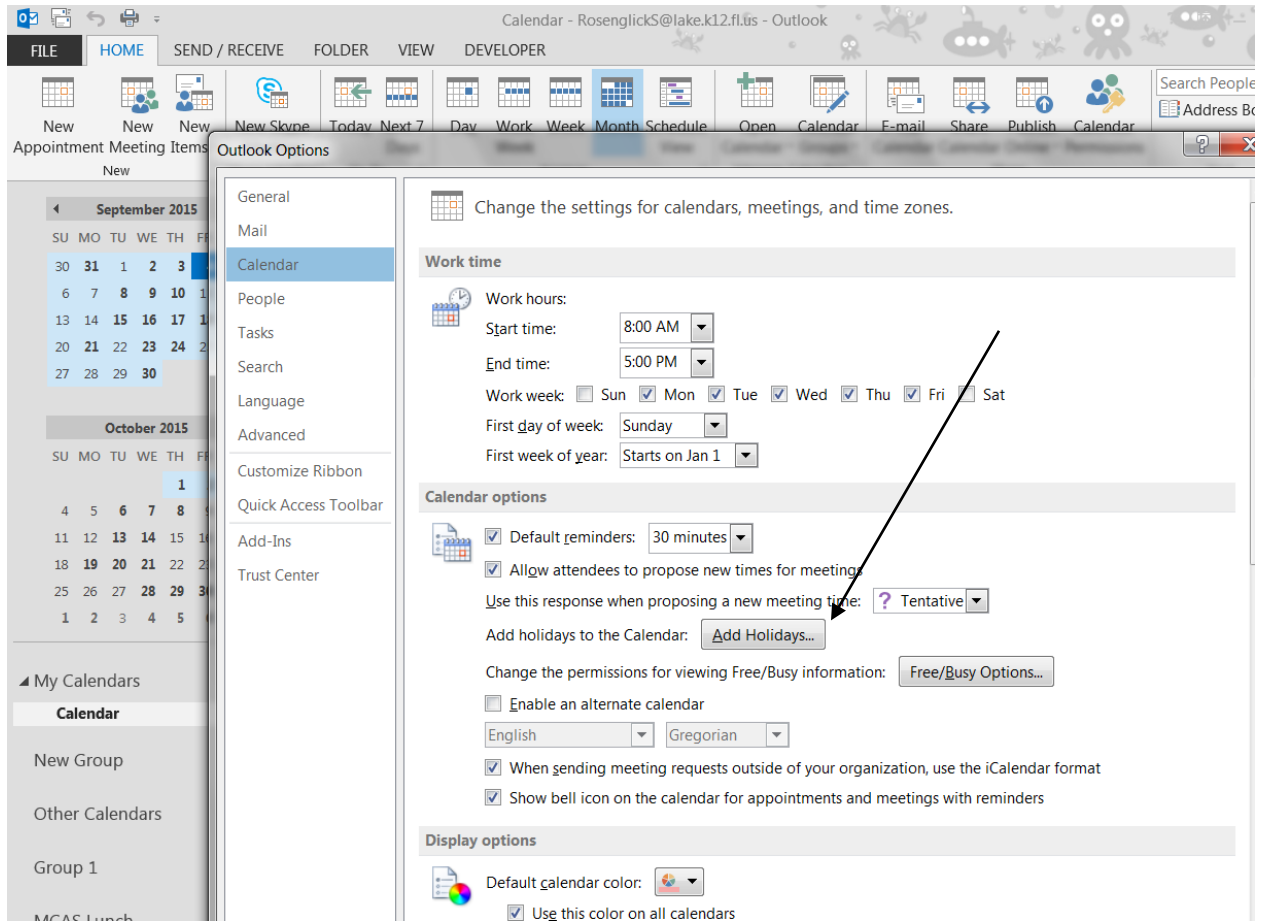


You can access your Notes with the CTRL+5 keys on your keyboard.

In case you'd like to make it permanently visible in the Navigation Pane, you can go to Navigation options and move the Notes folder up or increase the number of visible items to have more space in the Navigation bar for the Notes tab.

To place holidays on your calendar:

In Calendar, go to File Menu, Choose Options, then Choose Calendar.



The screenshot shows the Outlook interface with the 'Calendar Options' dialog box open. The dialog box is titled 'Outlook Options' and has a 'Calendar' tab selected. The 'Calendar options' section is highlighted, and an arrow points to the 'Add Holidays...' button. The 'Work time' section shows work hours from 8:00 AM to 5:00 PM, with days of the week checked from Monday to Friday. The 'Display options' section shows the default calendar color set to a multi-colored icon, with the option 'Use this color on all calendars' checked.

Calendar - RosenglickS@lake.k12.fl.us - Outlook

FILE HOME SEND / RECEIVE FOLDER VIEW DEVELOPER

New Appointment Meeting Items New

Outlook Options

General
Mail
Calendar
People
Tasks
Search
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center

Change the settings for calendars, meetings, and time zones.

Work time


Work hours:
Start time: 8:00 AM
End time: 5:00 PM
Work week: Sun Mon Tue Wed Thu Fri Sat
First day of week: Sunday
First week of year: Starts on Jan 1

Calendar options

Default reminders: 30 minutes
 Allow attendees to propose new times for meetings
Use this response when proposing a new meeting time: ? Tentative
Add holidays to the Calendar: **Add Holidays...**
Change the permissions for viewing Free/Busy information: Free/Busy Options...

Enable an alternate calendar
English Gregorian
 When sending meeting requests outside of your organization, use the iCalendar format
 Show bell icon on the calendar for appointments and meetings with reminders

Display options

Default calendar color: 
 Use this color on all calendars

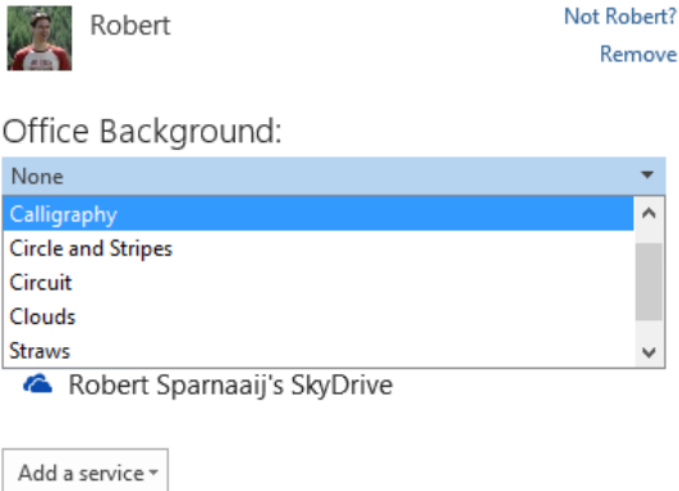
How do I create a signature?

It's easier than ever to **create a personalized signature** with Outlook 2013. All you have to do is go to File and choose Options, then Mail and click on the Signatures tab you see to your right.

This feature allows you to add as many signatures as you need – you simply click on New to add a name for your new signature and then write down everything you want to be included in the signature: your name, your position, your company, postal address, phone number, etc.

How can I change my theme and background?

User Information



The screenshot shows the 'User Information' section in Outlook. It features a profile picture of a man named Robert, with the name 'Robert' displayed next to it. To the right of the name are two links: 'Not Robert?' and 'Remove'. Below this is the 'Office Background:' section, which contains a dropdown menu. The dropdown is currently open, showing a list of background options: 'None', 'Calligraphy', 'Circle and Stripes', 'Circuit', 'Clouds', and 'Straws'. The 'Calligraphy' option is highlighted in blue. Below the dropdown is a link to 'Robert Sparnaaij's SkyDrive' with a SkyDrive icon. At the bottom of the section is a button labeled 'Add a service' with a small downward arrow.

Outlook comes in new colors now – instead of the black, blue and silver themes that you might have got used to, you can now **change the theme** to Light Grey or Dark Grey, while you can also opt for keeping it White.

To do so, you can go to File and choose Options then click the arrow down next to Office Theme in order to choose one of the three options. In addition to these themes, Outlook 2013 also allows you to change the background.

How do I change the color of my calendar?

Not only can you change the theme of your Outlook, but you can also personalize the calendar to show under a certain color.

In order to do so in Outlook 2013, you simply open your Calendar, click right and go to color. You will then see you have a couple of options to choose from: blue, pink, grey, green, but also the automatic version, which keeps your calendar white.