

## 3 things you should never do in Microsoft Outlook

1. **Don't use the deleted items folder as storage.** It will become too bulky and this is something that you should be deleting files from every couple of months because it takes up a lot of space.

Instead, create a folder in Outlook and name it "smart", something such as Saved Messages or Miscellaneous. I have a folder called Schoology, Miscellaneous, and Graduation in order to keep messages that I may want to refer to again.

2. **Don't use stationery.** Outlook stationery applies background patterns to your messages. While it may look pretty, it's unlikely your recipients will agree, plus it takes up unnecessary storage.
3. **Don't depend on recall.** If you send a message you want to withdraw, you can try Recall, but don't hold your breath. It seldom works. If you want to try, here is how:
  - a) Open the message you hope to recall.
  - b) In the Move group, click Actions and select Recall This Message from the dropdown.
  - c) In the resulting dialog, choose one of the delete options and click OK.