# More Outlook Training

**Search Folders:** set these up to show a list of all items that meet certain criteria. If you’ve never used a Search Folder before, go to Folder tab and click “New Search Folder.” If you’ve used them before, you can just right click on the Search Folders option under your email folder and start a new one.

* Unread emails
* Emails from a specific sender (useful if you’ve got a case load)
* If you use Follow Up flags
* It’s also customizable, so if you think of something, you can likely make it display whatever you like

**Clean up folders:** removes redundant messages (messages that are threaded and quote others), so you’re only keeping the most recent in a chain of emails

* Go to “Folder” tab and choose which clean up you’d like to perform
* No worries with this, it only sends them to the “Deleted Items” folder, so they’re not permanently gone

**Delay Sending**: schedule when emails go out. New Email🡪 Options🡪 Delay Delivery

* Several options display
* “Do not deliver before” is already checked—choose the date you want the email delivered and hit send. It’ll hang out in your outbox until the designated time

**Send Replies to:** one of the additional options on “Delay sending, but also its own option as well. I wouldn’t use this feature without okaying with whoever you’re sending the replies to, but it could be useful.

* Choose the name of the person or people you’d like the responses sent

**Set Up Rules:** Rules can help you keep organized with just a bit of effort on the front end. They can sometimes be a little confusing, so just realize you might have to play with the rules a bit to get them to do exactly what you want them to.

* Manage Rules & Alerts
  + Use “Communications” Rule as an example
  + Create New Rule for Job Posting emails (thanks Jill for the suggestion)
    - Create a folder for the emails to go (if you forget you can create it when you’re making the rule)
    - Then create the rule

**Set Up AutoArchive:** If you want to keep your inbox clean (and smallish) you can set the AutoArchive to run however often you’d like it to.

* Run AutoArchive to Permanently Delete items in the Job Postings folder after 1 month

**Quick Steps**: Set these up to quickly take action on specific emails: “Rules light”; Doesn’t do anything automatically, but allows you to move things around a little easier. There are some default options that maybe useful for you, you’ll have to set them up the first time you use them

* Forward to Manager: Have to set up who your manager is
* EAC Quick Step Demo
* M-Files Approvals Set Up—for me this is mostly going to be my timesheet and leave requests, but it could be BCSE approvals, or other customer file approvals
  + Create New
  + Follow steps
  + Demonstrate on 3/1 approval