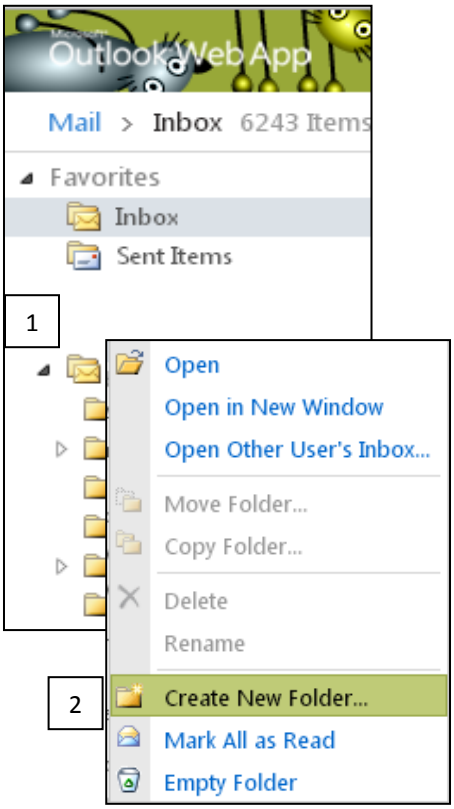
Digital Organization

Using MS Outlook 2010

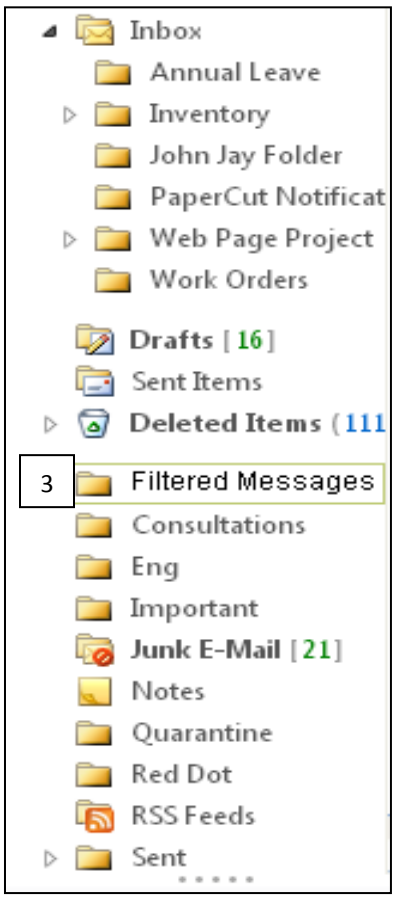
- What is Digital Organization?
- Creating folders for storing content
- Creating filters for incoming messages
- Creating a filter to delete messages
- Using the Scheduling Assistant in the MS Outlook Calendar

Everywhere you look, people are constantly typing away, texting, reading, chatting, and updating their social sites from a pc, laptop, tablet, or smartphone. Our lives are consumed by our personal devices, and we store personal effects, and conduct personal transactions via these means. If we are choosing to live this way, why don't we at least make our time on these devices efficient. This session will show you how to make MS Outlook work for you. From creating filters and folders to keep you Digitally Organized, to learning great tips to use technology and have an uncluttered digital space.

Creating an email Folder:



1. Right-click your name at the top of the folder list.
2. Click on the **Create New Folder**…option.

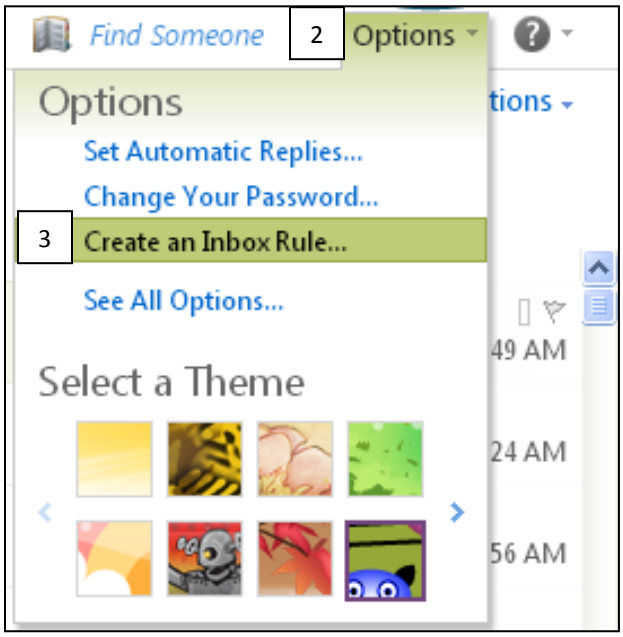


3. Type in a name for your new folder.
4. Press **ENTER** to save your changes.

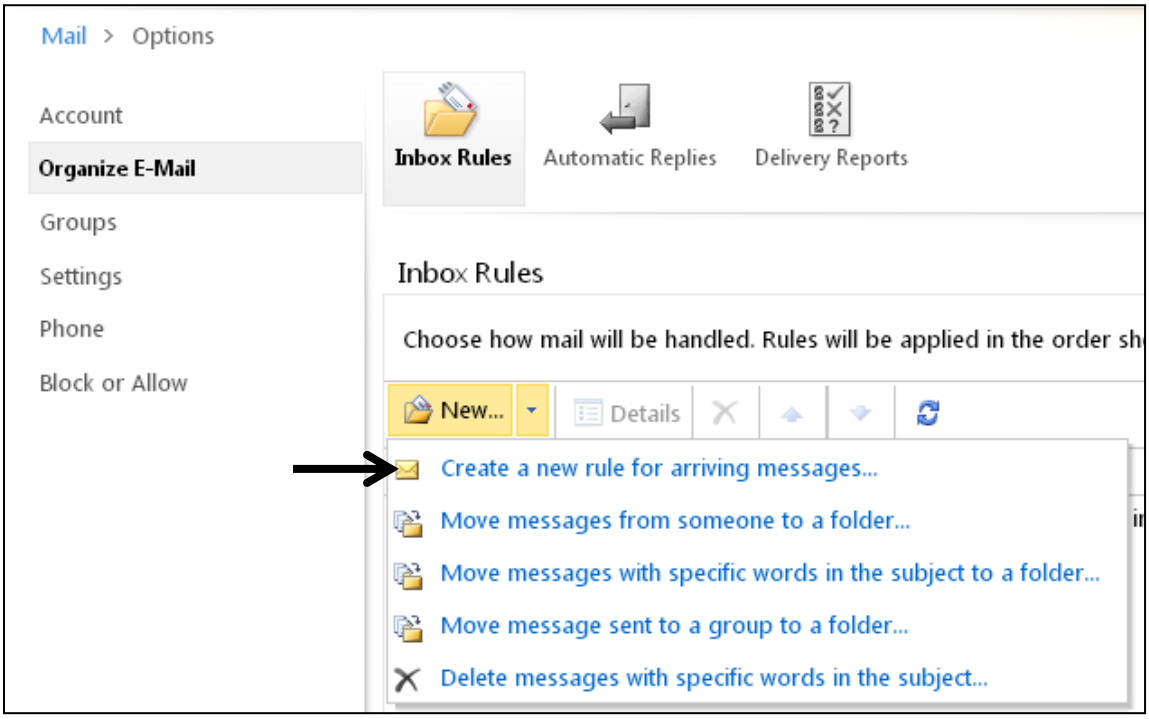
*The newly created folder will be listed among all other folders in the folder list.

Accessing the inbox rule function:

1. A user will login to the OWA email.
2. From the top right-hand side of the OWA window, click on the **Options** link.
3. From the drop-down menu choose **Create an Inbox Rule..**

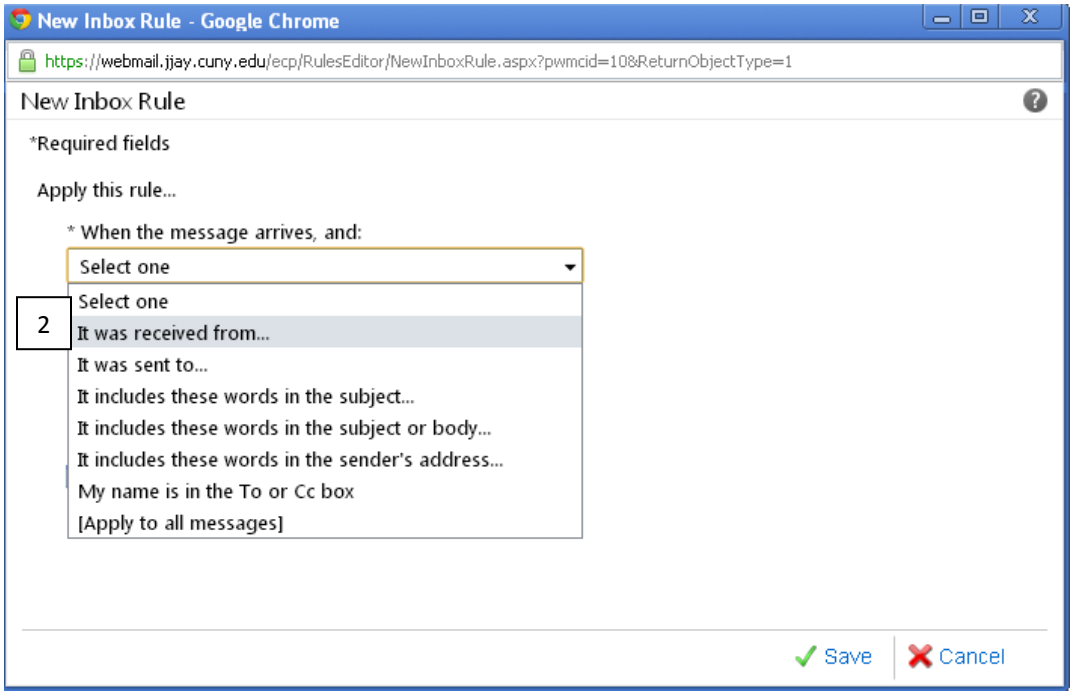


4. The **Organize E-Mail** window will open.
5. Click on the **New** button.
6. A list of filter options will be displayed.
7. Click on the Create a new rule for arriving messages... from the filter list.

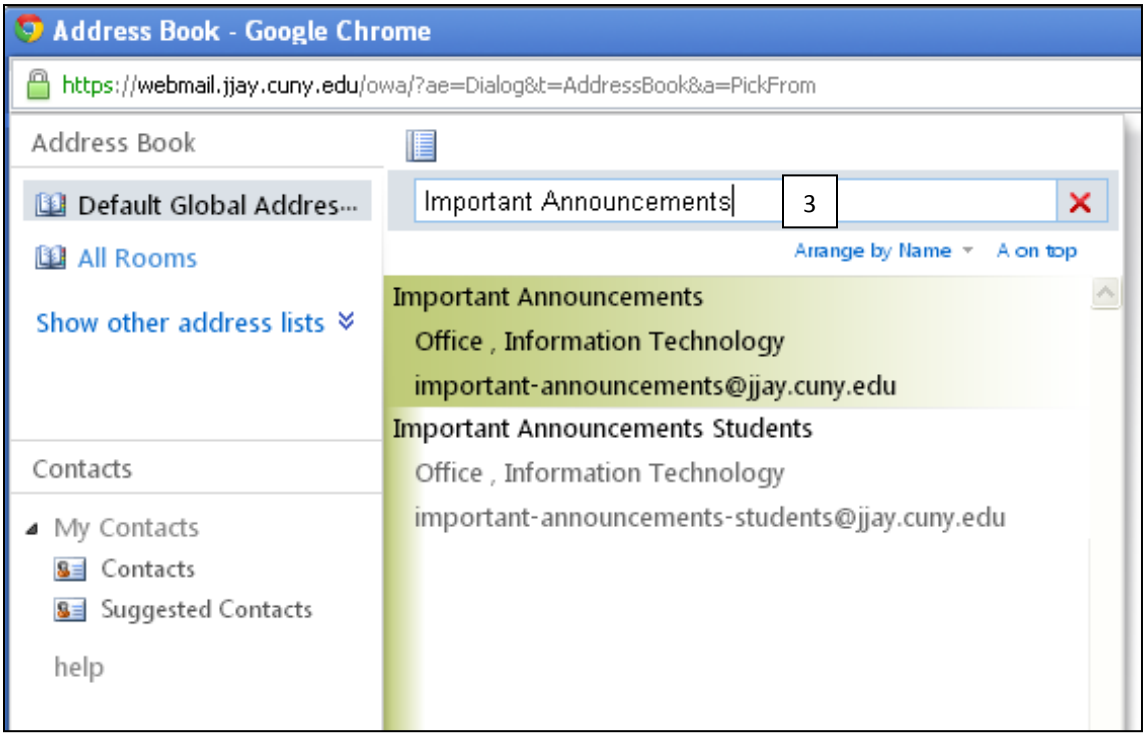


Filtering emails from a sender into a folder:

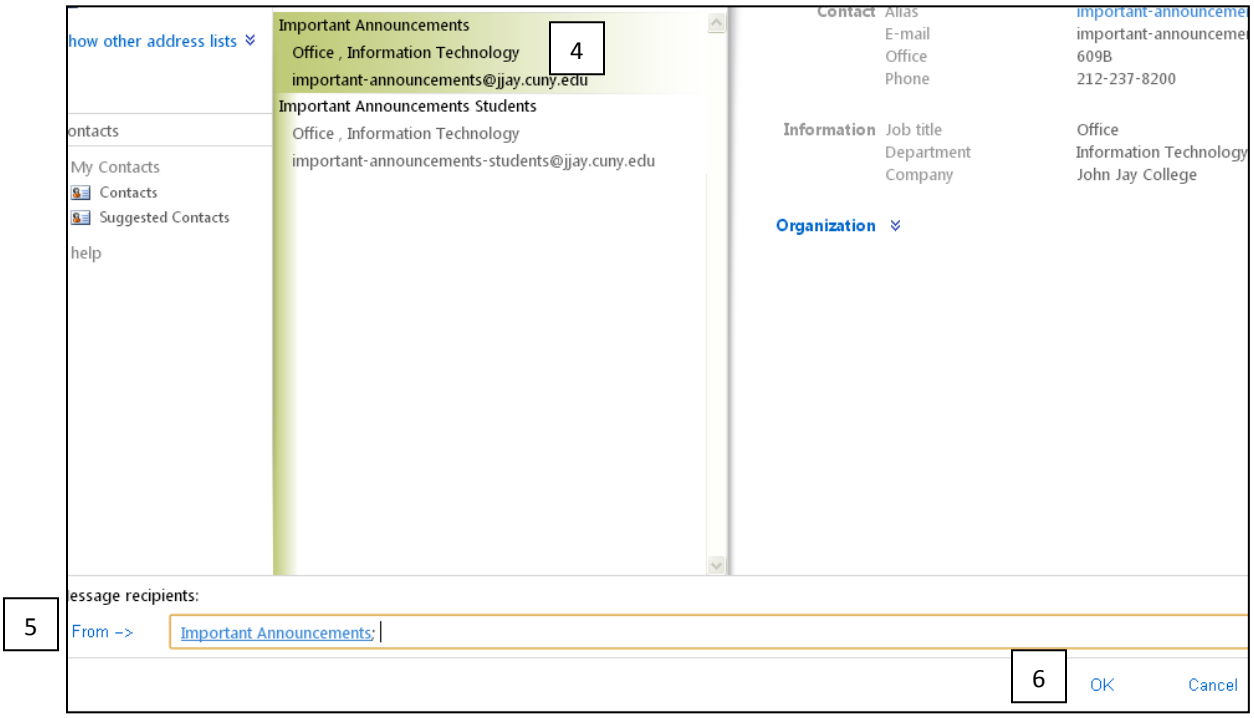
1. A **New Inbox Rule** window will open.



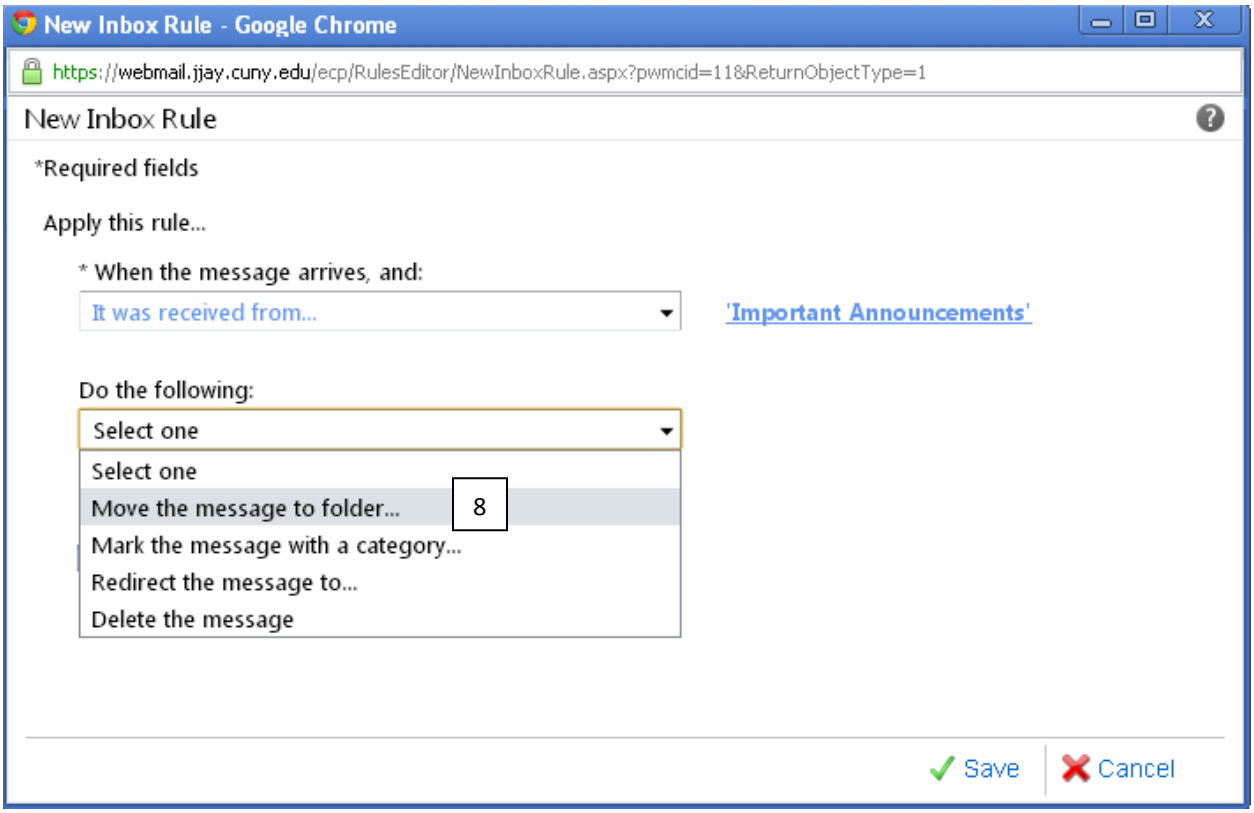
2. From the available options, click on **It was received from…** option.
3. A user can type in the senders name in the empty field in the address book.



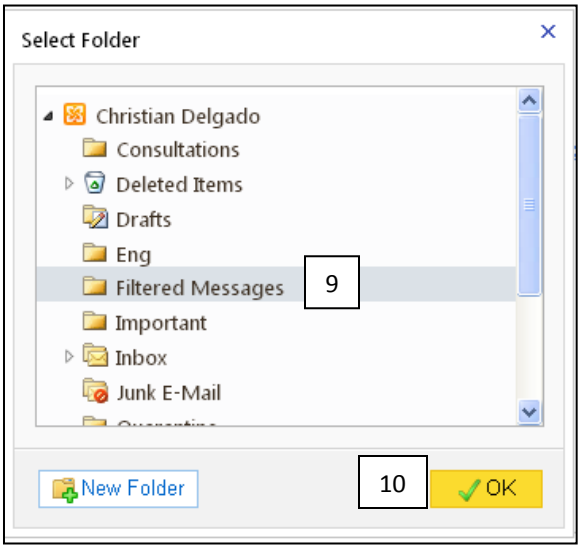
4. Highlight the sender from the result list.
5. Click on the **From** link to add them to the filter.
6. Click on **OK**.



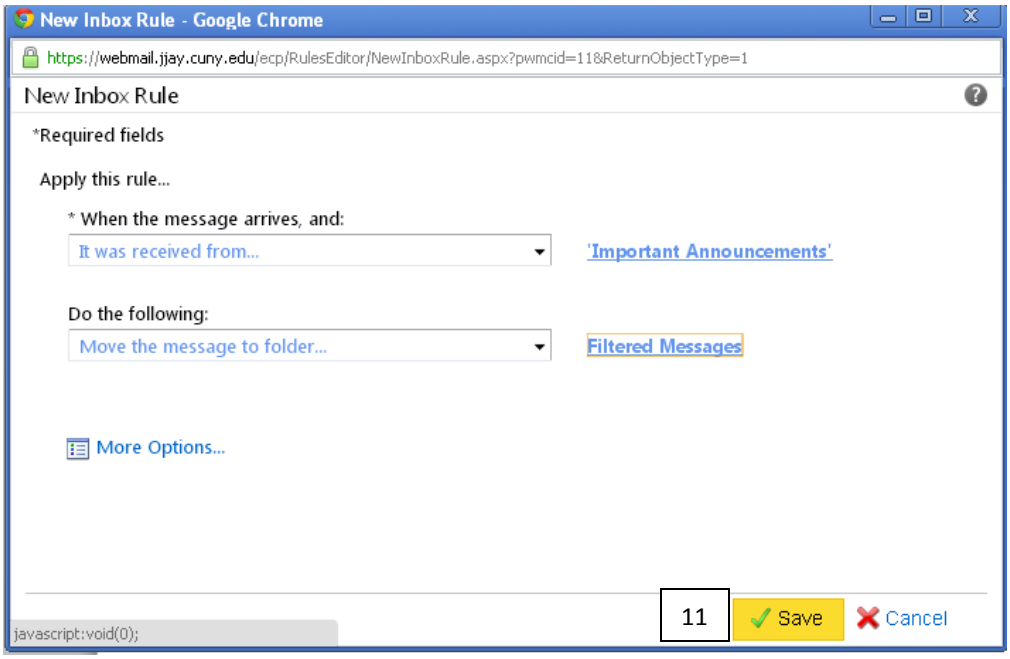
7. The **New Inbox Rule** window will open with the sender already selected.
8. From the **Do the following** option select **Move the message to folder…**



9. A user can now choose the folder where the messages will be sent to once they arrive in the inbox.
10. Click on **OK**.



11. Click on **Save** to activate the **New Inbox Rule**.

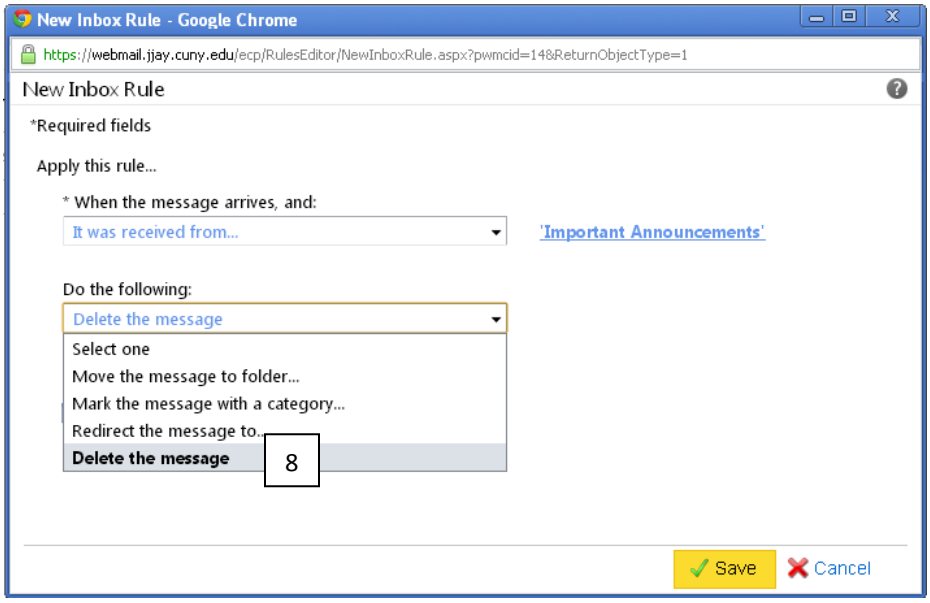


Applied Filter: Messages received from *Important Announcements* will be sent to the *Filtered Messages* folder upon arriving in the OWA inbox.

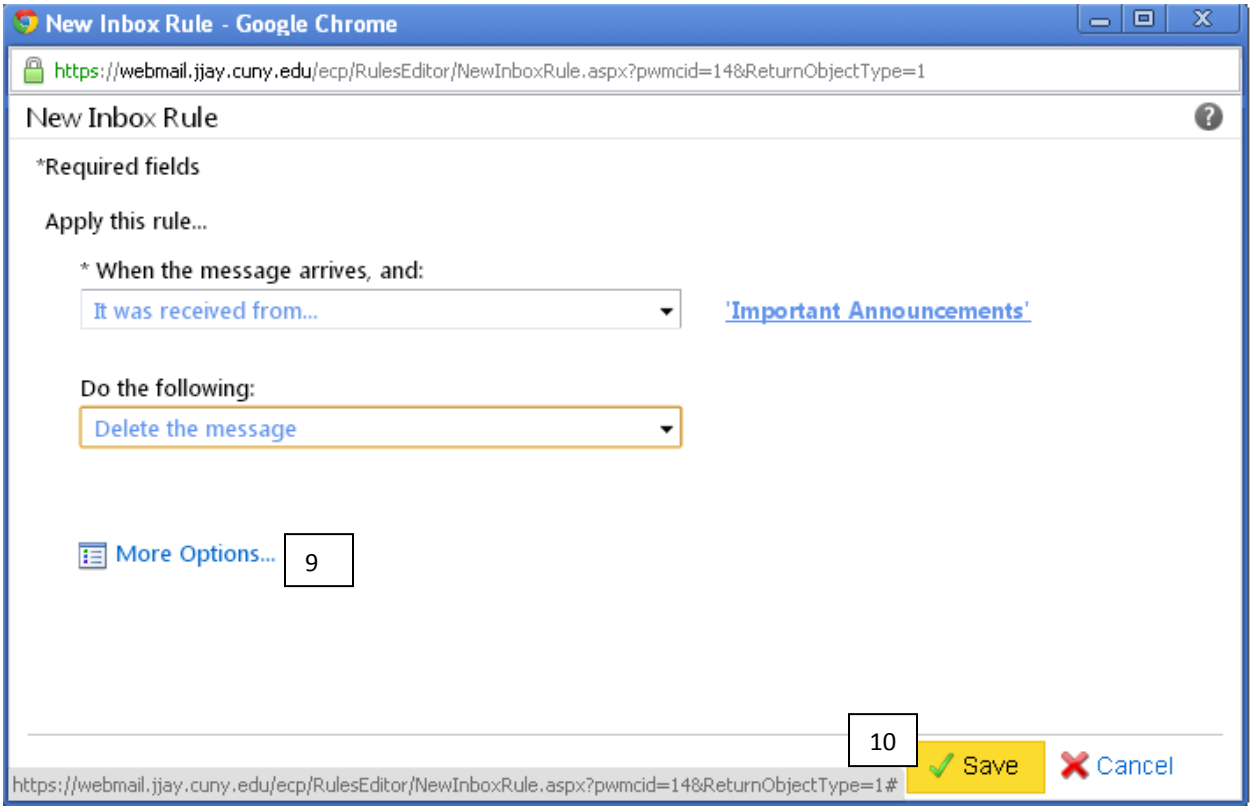
Creating a filter to delete messages:

Follow steps **1 – 7** from the **Filtering emails from a sender into a folder** instructions.

8. From the **Do the following** option select **Delete Messages**.



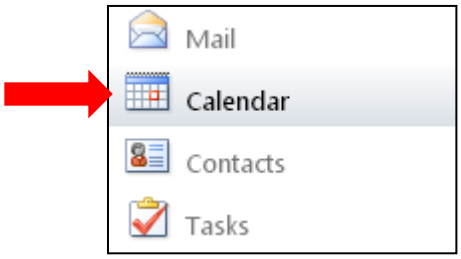
9. Once the **Delete the message** option has been chosen, a user can add **More Options** to the filter.
10. The user may also click on **Save** to save the filter as is.



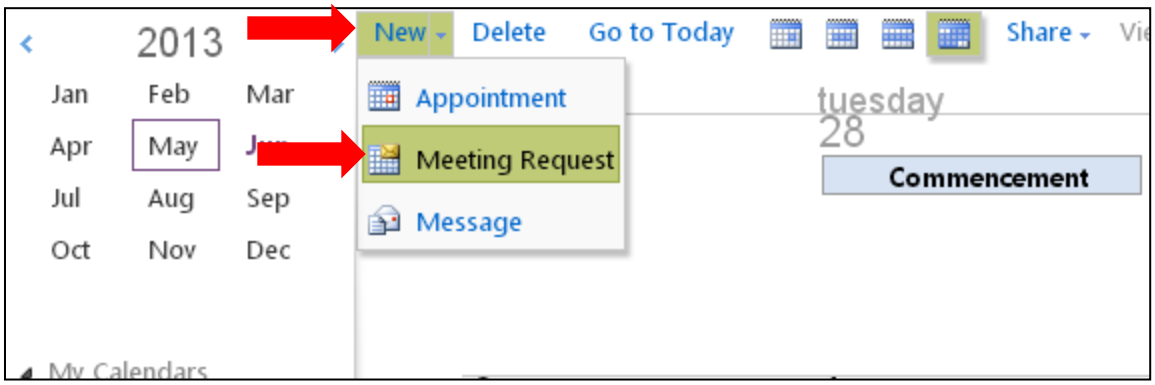
Creating a Meeting Request (Calendar Scheduling Assistant)

Outlook contains a Calendar feature called the "Scheduling Assistant". It takes all the guesswork out of figuring out when all the participants are available to meet by displaying their schedules on your profile.

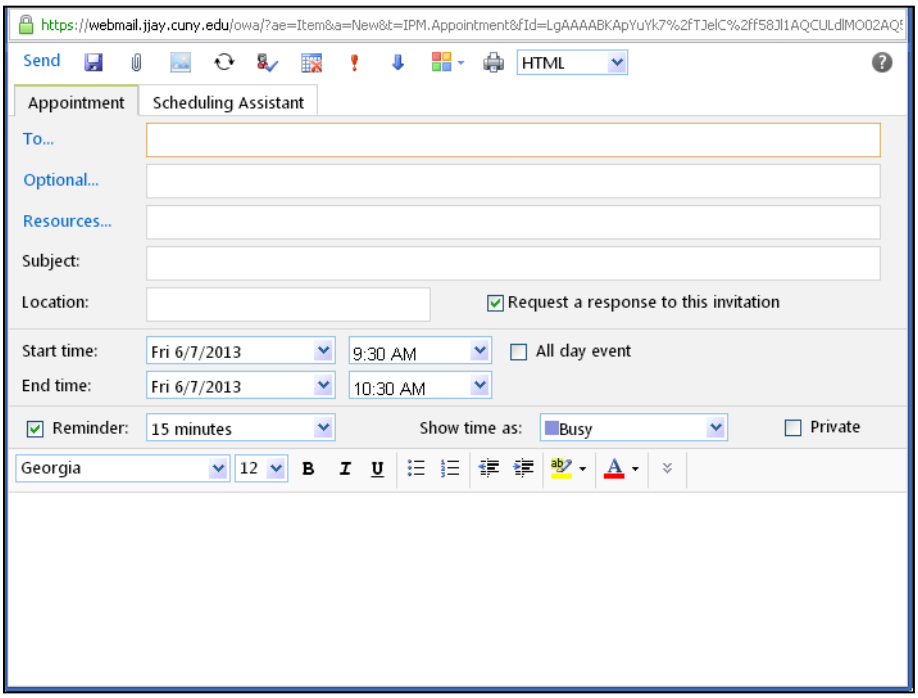
1. Select the **Calendar** profile in Outlook.



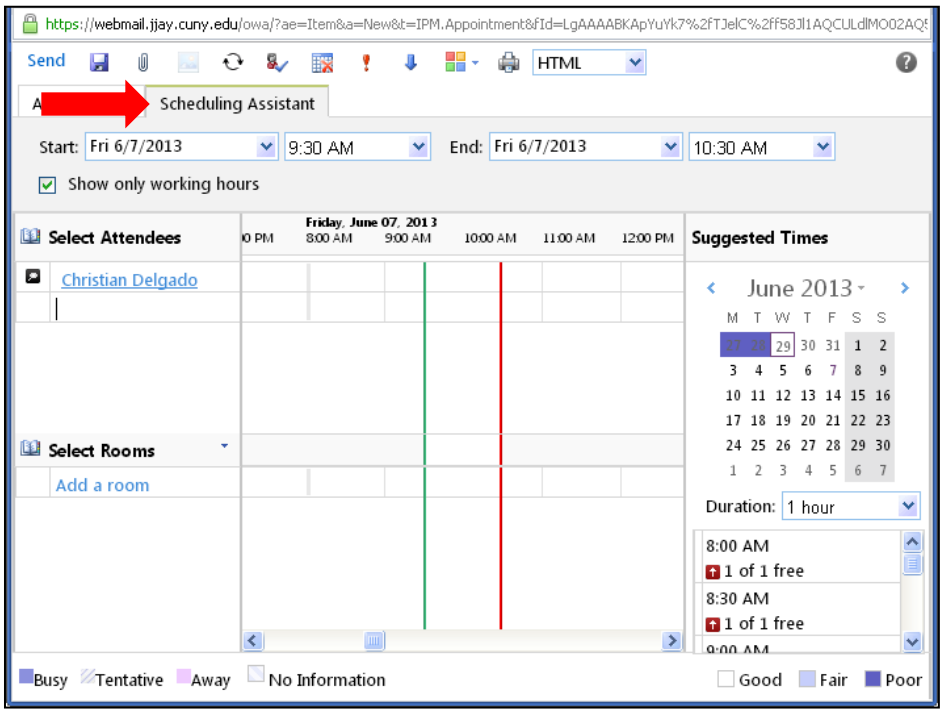
2. A user can click on the desired day on the calendar, or set the date within the meeting request window.
3. From the **New** option above the calendar, select **Meeting Request**.



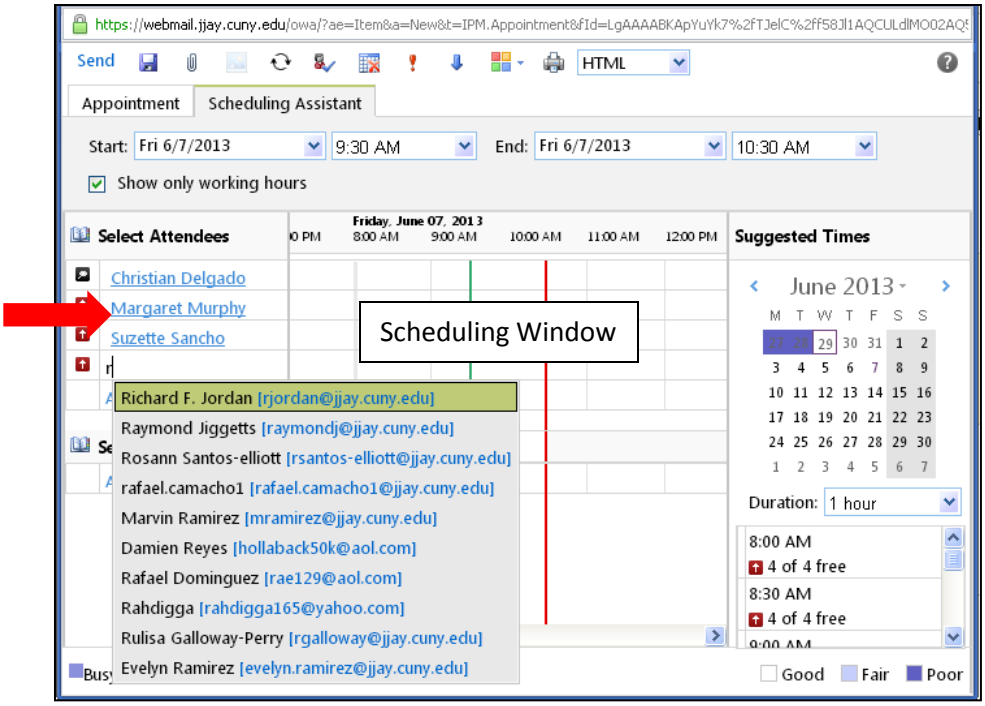
4. The Meeting Request window will open up.



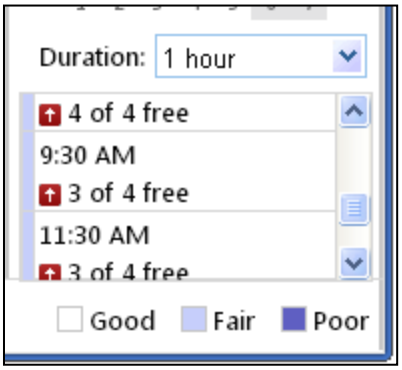
5. Click on the **Scheduling Assistant** tab.



6. Add attendees by typing their names in the **Select Attendees** fields.
7. As attendees are added, their schedules are also added in the scheduling window.



8. The Scheduling Assistant will show the user the best time when all the attendees selected are free to meet. This section is located on the lower right-hand side of the Scheduling Assistant window.



9. Once the time, attendees, location, and necessary equipment have been chosen, the user can send the message out to the recipients.