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# TIPS & TRICKS FOR OUTLOOK 2010

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## Using the search function to find emails

In the Search field above your list of emails, you can enter the name of a sender or a keyword in the email you are searching for. This will locate emails sent by the sender entered or emails containing the keywords entered.

## Creating an email signature

Outlook can attach the same signature to all your emails: On the 'Filer' (File) tab on the top bar, select 'Indstillinger' (Options), 'Post' (Mail) and click the 'Signaturer...' (Signatures...) button. Enter your preferred signature and click 'OK'. Next time you send an email, your signature will be pre-completed. You can find an AU logo for your signature at [designmanual.au.dk](http://designmanual.au.dk) under 'Hent filer' (Retrieve files).

## Using an 'auto-reply' when you are out of office

You can prepare an automatic reply to be returned to people sending you emails when you are out of office: Go to the 'Filer' (File) tab, click "Automatiske svar" (Automatic Replies) and enter your message. Remember to disable this function when you return.

## Inviting colleagues to a meeting

Go to 'Kalender' (Calendar) and select 'Nyt møde' (New Meeting). Invite participants by entering their email addresses in the 'Til...' (To...) field. You can also click the 'Til...' (To...) button to locate your colleagues on the global address list. To book a resource, e.g. a conference room, select 'Til...' (To...), search for the desired resource and click 'Ressourcer →' (Resources →). Complete the invitation by entering the Subject ('Emne'), Start time ('Starttid') and End time ('Sluttid') for the meeting. Those invited will receive an email, and a copy of the appointment will be entered in their calendars. If you reschedule the appointment later, the change will automatically be reflected in the participants' calendars.

## Saving an email as a calendar appointment

Select the email that you want to change to a calendar appointment, and click 'Mødesvar' (Meeting). The email is opened as a meeting appointment.

## Accessing your inbox from anywhere

Even if you are not at your workstation, you can always access your mailbox. All you need is a computer connected to the Internet: Go to <http://mail.au.dk> and enter domain\user name and password to your computer.

You can find more tips & tricks at [www.au.dk/nymail](http://www.au.dk/nymail)

