Mastodon Bytes

With a new year come new challenges. With new challenges come the Help Desk's new tips on how to fix them.

Tip #10: Outlook Tips & Tricks

With Outlook as our new Mail client, we have some things we need to get used to. Small things can improve our work day and maybe relieve a little frustration. Here at the Help Desk, we just so happen to have little Tips and Tricks to give you. Weird how that works, right?

Mini-Tip #1: Am I replying to a contact?

When replying to an email in Outlook, you can see if the person is in your contacts list by looking at the "**To**" field. If their name is in single quotations (I.E. 'Boring Student'), then they're not in your contacts. You can add them to your contacts by right clicking on their name and choosing "Add contact to Outlook."

Mini-Tip #2: Easy calendar events

When making an event in your calendar, no one wants to look up the date for Two Week From Tomorrow. So instead of searching the calendar for an obscure date, type how you would talk into the Date field and Outlook will do it for you. For example, try typing "two weeks from Friday" into the start time of a new appointment and press the tab key on your keyboard. Did the date change to 10/24/14?

Mini-Tip #3: An easier way to attach files

When you need to attach a file to an email, you don't have to go through the process of browsing your computer and clicking on buttons. You can drag-and-drop files to the message field and Outlook will automatically attach the file for you. Try finding a file in your "My Documents" using Windows Explorer. Drag the file from Windows Explorer and drop it into the area where you would type out the message in a new email. The file is now attached to the email.