

Special Days
May 2021

01: May Day
09: Mother's Day

04: Star Wars Day
15: National Armed Forces Day

05: Cinco De Mayo
31: Memorial Day

Microsoft Outlook Tips & Tricks

Saving Time by Using Quick Steps in Microsoft Outlook

Keyboard shortcuts are a great way to help move through tasks faster. However, they are not your only resource. In Microsoft Outlook, there is also a process called Quick Steps that allows you to move through your tasks faster.

Where to Find Quick Steps

When you are in Outlook, look in the ribbon at the top. Go to the home tab, and near the middle, you will see quick steps.

What's In Quick Steps

There are several default options listed in Quick Steps. They include moving to a folder, send to manager, and creating a message for a team. There are many more options you can create to do whatever you need.

Benefits of Quick Steps

- You decide when to use them
- You can create your own
- You can delete the ones you don't need

How to Create a Set of Quick Steps

- Once in the Quick Steps Menu, select create new.
- Decide on a name for your Quick Step based on what it will do.
- Next, choose which task you want this Quick Step to do.
- If there is a second action you want to be completed after the first, you will add this next.

You can add as many actions as needed. If it is a task you will be doing a lot, you can assign a shortcut key in the menu as well.

Managing Quick Steps

- Go to the Quick Steps menu under the home tab of the ribbon.
- Scroll down until you see "manage quick steps" and click on it.
- You then have multiple options of ways to manage your Quick Steps.
- Move the Quick Steps in your list up or down
- Edit your Quick Steps
- Duplicate a Quick Step
- Delete a Quick Step

Email and Calendar Management in Microsoft Outlook

We only have so much time in our workday so finding ways to speed up tasks is essential. It's common to get emails asking you to set aside time in your calendar to complete a task. This means you then have to go out of your email and open up your calendar to check your availability, which takes time. Good news! There's a faster way to do it!

Step One

When you are in your Outlook email, there is a handy shortcut to get to your calendar. Rather than having to go to another window and then open your calendar, you can open it directly from your email.

If you look in the bottom left corner of your Outlook email screen, you will notice a little calendar icon. Hover over the icon and then right-click. This will bring up a menu of options including Open in New Window, Dock the Peek, Show the Peek, and

Options. Left-click on Open in New Window and your calendar will open in a second window.

Step Two

This will result in you having two Outlook windows open. You can now decide how you want to display your two windows. You have three options to choose from.

If you have a second monitor, you can drag your calendar over to that monitor, so you can see both at once. This is helpful because you don't have to flip back and forth, and you can easily see your email request and your calendar at the same time.

Another option is to have both windows open side by side. This has the same benefit as a second monitor in that you can see both windows at the same time.

You can also switch windows using your Windows Taskbar. This isn't quite as helpful since you can't see both windows at once, but it will get the job done.

How to Use Read Aloud to Save Time

There are many ways Microsoft Outlook allows you to save time. One of them is by using the Read Aloud feature. Read Aloud allows you to hear the text of an email while following along. With Read Aloud, you save time since you don't have to read every email word by word. Here is how to save time by using Read Aloud to review your emails.

Enabling the feature

The first thing you have to do is enable the feature. Go to File, then Options, and then select Ease of Access. On Application Display Options, click on the Show Read Aloud box.

Select the message

The next thing you have to do is select the message that you want to use with Read Aloud. In the message tab, go to Read Aloud. Once you click on Read Aloud, you'll

hear your email being read aloud. There is an easy-to-use toolbar where you can choose play, pause, move ahead, or move back to the beginning. If you want to start the Read Aloud from a specific location, what you do is go to that word and choose play. You can also use the toolbar to change the settings. One of the settings you can change is adjusting the reading speed. You can move it up and you can also choose different voices if you want.

That's it. An easy way to use Read Aloud on your emails. All you need to do is click on read aloud and you are done. You don't have to spend minutes reading your email when you can use Read Aloud. Now you know how to save time and effort in Outlook by using Read Aloud.

We can help you be more productive, reach out to us for IT services by calling (888) 686-3025 or email sales@k2technologies.net. We look forward to working with you.

Microsoft Excel: Linking & Sharing Data

Tuesday, June 8, 2021, 11:00 a.m. Mountain Time

Some of the most useful and time-saving features in Excel are the choices to link and share worksheet data. Find out how to easily reference and summarize data from other worksheets, learn how to use Excel data in other programs, and look at options to protect data.

- Linking within a workbook
- Linking and updating across workbooks
- Sharing Excel data with other programs
- Applying protection
- Handling notes and comments
- Creating hyperlinks to other files and resources

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