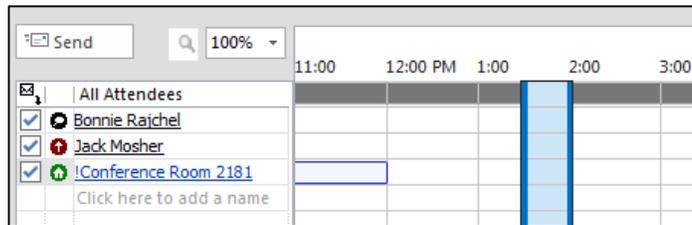


Scheduling Meetings & Rooms

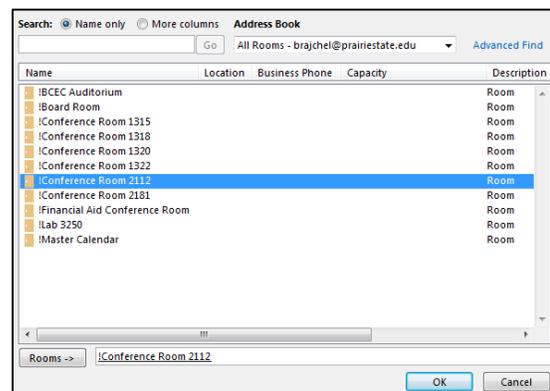
To Schedule a Meeting

1. With a New Meeting Request open, select **Scheduling Assistant**.
2. For meetings, enter the names of the attendees in the left column under your name.
3. Use the grid view in the middle to see when attendees have open times. Unavailable times will show as blocks of color.
4. Once you set your meeting date and time, click **Send**.



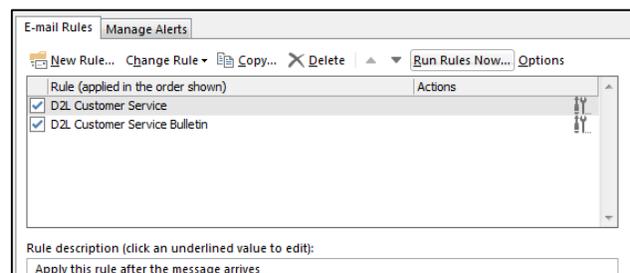
To Schedule a Conference Room

1. With a New Meeting Request open, select **Scheduling Assistant**.
2. Click the **Add Rooms** button, select the room from the list then click **Rooms** then **OK**.
3. Use the grid view in the middle to see when the room has open times. Unavailable times will show as blocks of color.
4. Once you set your meeting date and time, click **Send**. If you selected a conference room you'll receive a confirmation email once you have been approved.



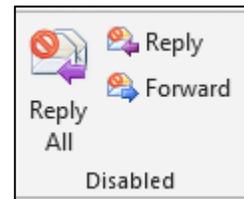
Automatic Email Sorting

1. From the Home tab, select **Rules** then **Manage Rules & Alerts**.
2. Click on **New Rule** then **Apply rule on messages I receive**.
3. Select any conditions then on the next screen, select the action(s) that you want to occur.
4. Edit the rule description to send the email to the appropriate folder or email address.
5. Select any exception to the rule, confirm the settings and click **Finish**.



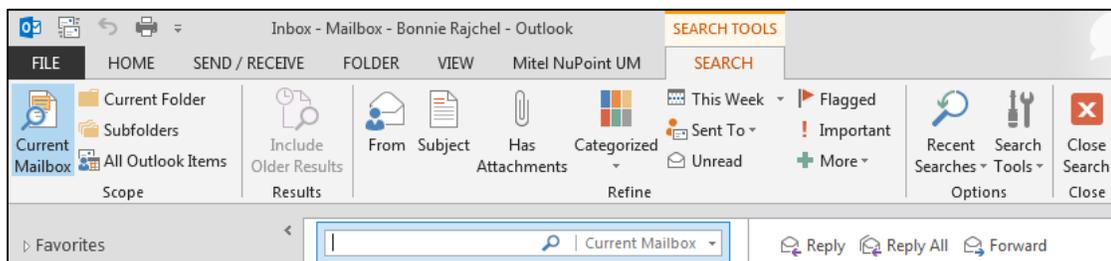
Disabling Reply All

1. In a new email, select the Message tab.
2. Click on **Reply All** to disable the reply all feature for that email.
3. You can also disable reply or forwarding by clicking on those options.



Advanced Search

1. In Outlook, select the search box in the Reading Pane and the Search tab will appear.
2. From the Search tab, you can select various criteria to use when searching your email.
3. After you have selected your search criteria, enter any keywords in the search box and click on the search icon.
4. You can also view recent searches by selecting it from the Recent Searches list.



Archiving Emails

1. In Outlook, select the **File** tab then **Options**.
2. Select **Advanced** then **AutoArchive Settings**.
3. Checkmark **Run AutoArchive every n days** and enter the number of days.
4. Uncheck **Prompt before AutoArchive runs**.
5. Check **Archive or delete old items** and **Show archive folder in folder list**.
6. Change **Clean out items older than** to your requirements.
7. Select **Move old items to:**
8. Click **Apply these setting to all folders now** then click **OK**.
9. After AutoArchive has run you will see the Archive folder in your folder list.

