

Outlook

Email and Calendar Options



Microsoft Outlook Email and Calendar Options

Many options can make your Outlook can improve your experience. These are found on the File menu, under Options (Alt-F-T). Some options will be unavailable, or revert settings depending on how your administrators have setup your Outlook accounts. This is not a comprehensive list.

General Options	3
Mail Options - Compose, Panes, Message Arrival	4
Mail Options - Conversations, Replies/Forwards, Save Messages	5
Mail Options – Send Messages, MailTips, Tracking	6
Mail Options – Message Format, Other.....	7
Stationary and Signature Options.....	7
Calendar Options – Work time, General, Display	8
Calendar Options – Time Zones, Scheduling assistant, Auto Accept, Weather.....	9
Search Options	10
Advanced Options – Panes, Starting Folder, AutoArchive.....	10
Advanced Options – Reminders, Export, Feeds, Send/Receive, Developers.....	11
Send/Receive	11
Advanced Options – International, Graphics Acceleration, Other	12
Customize the Ribbon.....	13
Customize the Quick Accessa Toolbar	14




Pandora Rose Cowart
Education/Training Specialist
UF Health IT Training

C3-013 Communicore (352) 273-5051
PO Box 100152 prcowart@ufl.edu
Gainesville, FL 32610-0152 <http://training.health.ufl.edu>

General Options

The mini toolbar is the formatting toolbar that pops up when you make a selection of text.

Remember some tools are set by your Outlook Administrators. For me, one of the things I keep trying to change is my **Initials**, but every time I return to the options it goes back to the defaults.

 General options for working with Outlook.

User Interface options

When using multiple displays: ⓘ

- Optimize for best appearance
- Optimize for compatibility (application restart required)

Show Mini Toolbar on selection ⓘ

Enable Live Preview ⓘ

ScreenTip style:

Personalize your copy of Microsoft Office

User name:

Initials:

Always use these values regardless of sign in to Office.

Office Background:

Office Theme:

Start up options

Make Outlook the default program for Email, Contacts, and Calendar

Attachment options

For files I choose from OneDrive or SharePoint:

- Ask me how I want to attach them every time
- Always share them as links
- Always attach them as copies

LinkedIn Features

Use LinkedIn features in Office to stay connected with your professional network and keep up to date in your industry.

Enable LinkedIn features in my Office applications ⓘ

[About LinkedIn Features](#) [Manage LinkedIn account associations](#)

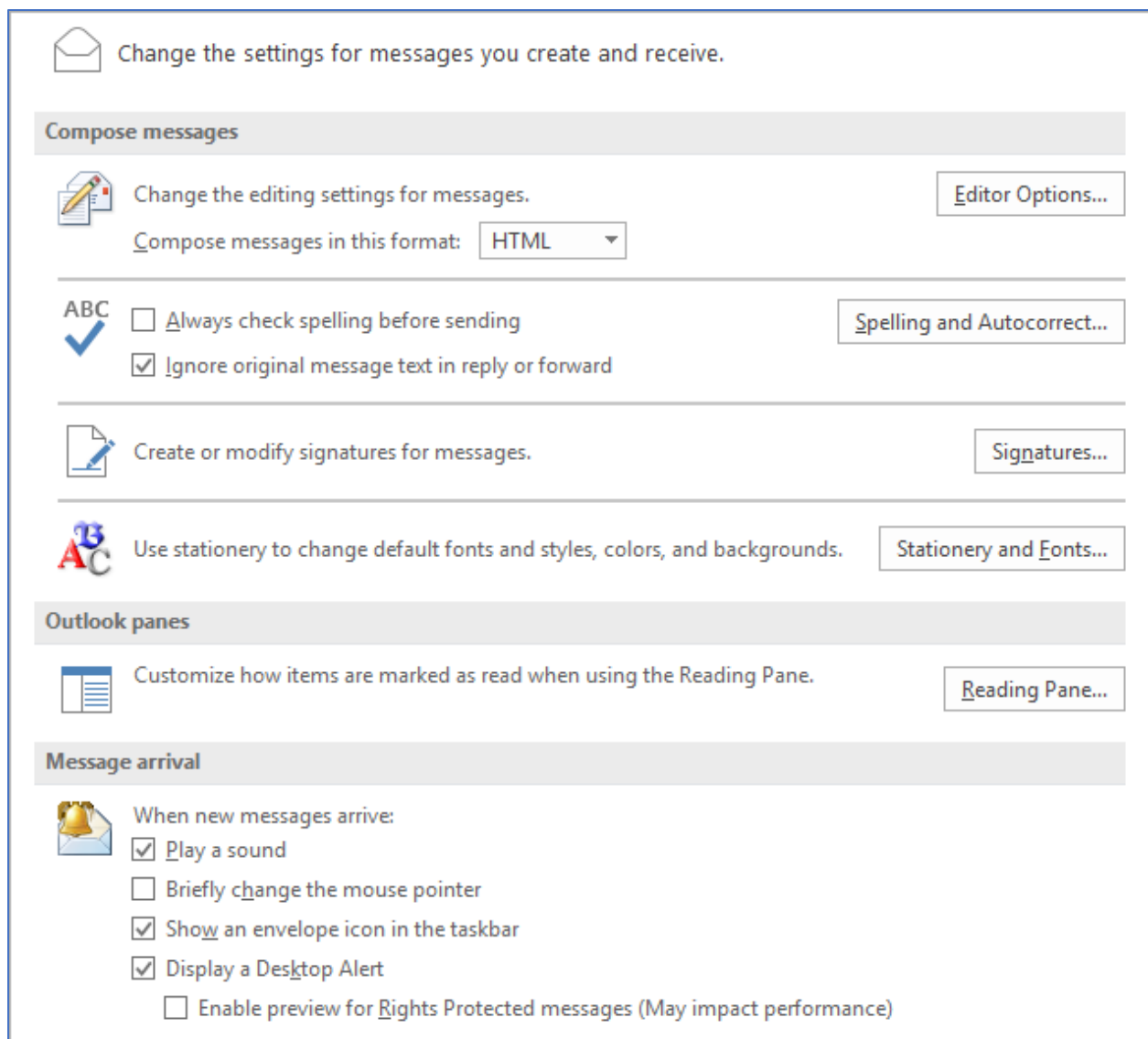
Mail Options - Compose, Panes, Message Arrival

I set mine to **Always check spelling before sending**. The **Spelling and Autocorrect** options are shared with the rest of Microsoft Office.

I find it easier to create my **signature** elsewhere, and then copy it into the Signatures window. Remember you can make different signatures for different situations.

Stationery and Fonts is where you can set up the default font for all emails, and they can be different for New, Reply, and Forwarded emails.

If Outlook is marking your messages “read” too soon as they are displayed in the reading pane, you may want to adjust the **Reading Pane** options.



The screenshot shows the Outlook Mail Options dialog box. At the top, there is an envelope icon and the text "Change the settings for messages you create and receive." Below this, there are several sections:


- Compose messages**:
 - Change the editing settings for messages. (Editor Options...)
 - Compose messages in this format: HTML (dropdown menu)
 - Always check spelling before sending (checkbox, checked) (Spelling and Autocorrect...)
 - Ignore original message text in reply or forward (checkbox, checked)
 - Create or modify signatures for messages. (Signatures...)
 - Use stationery to change default fonts and styles, colors, and backgrounds. (Stationery and Fonts...)
- Outlook panes**:
 - Customize how items are marked as read when using the Reading Pane. (Reading Pane...)
- Message arrival**:
 - When new messages arrive:
 - Play a sound (checkbox, checked)
 - Briefly change the mouse pointer (checkbox, unchecked)
 - Show an envelope icon in the taskbar (checkbox, checked)
 - Display a Desktop Alert (checkbox, checked)
 - Enable preview for Rights Protected messages (May impact performance) (checkbox, unchecked)

Mail Options - Conversations, Replies/Forwards, Save Messages

I like to open the **replies and forwards in new windows**, replying in the reading pane limits your options in the ribbon.

It's very useful to have the messages automatically saved if you haven't finished them. If Outlook crashes, or you haven't realized you didn't finish the email it's wonderful to have that backup. Saved emails will be listed in your **Drafts** folder.


Conversation Clean Up

 Cleaned-up items will go to this folder:

Messages moved by Clean Up will go to their account's Deleted Items.


- When cleaning sub-folders, recreate the folder hierarchy in the destination folder
- Don't move unread messages
- Don't move categorized messages
- Don't move flagged messages
- Don't move digitally-signed messages
- When a reply modifies a message, don't move the original


Replies and forwards

 Open replies and forwards in a new window

Close original message window when replying or forwarding


Preface comments with:

When replying to a message:  Include original message text ▼

When forwarding a message:  Include original message text ▼

Preface each line in a plain-text message with:

Save messages

 Automatically save items that have not been sent after this many minutes: ▼

Save to this folder: ▼

- When replying to a message that is not in the Inbox, save the reply in the same folder
- Save forwarded messages
- Save copies of messages in the Sent Items folder
- Use Unicode format

Mail Options – Send Messages, MailTips, Tracking

Default values are what we start with, when changing a default here know that you can always change the option in every email.



If you're working with multiple accounts, you may like the option **use default account when composing**.


I like the **commas can be used to separate multiple message recipients**. Typically, it's only semicolons if you're typing in addresses.


I love the **Warn me when I ... may be missing an attachment**.

If you want to have delivery receipts attached to your emails, you can set up the **Tracking** options.

Send messages

 Default Importance level: 

Default Sensitivity level: 

Mark messages as expired after this many days: 

Always use the default account when composing new messages

Commas can be used to separate multiple message recipients

Automatic name checking


Delete meeting requests and notifications from Inbox after responding

CTRL + ENTER sends a message


Use Auto-Complete List to suggest names when typing in the To, Cc, and Bcc lines

Warn me when I send a message that may be missing an attachment

MailTips

 Manage MailTips options. For example, you may determine when and how to display the MailTips bar and which MailTips to display.

Tracking

 Delivery and read receipts help provide confirmation that messages were successfully received. Not all email servers and applications support sending receipts.

For all messages sent, request:

Delivery receipt confirming the message was delivered to the recipient's email server

Read receipt confirming the recipient viewed the message

For any message received that includes a read receipt request:

Always send a read receipt

Never send a read receipt

Ask each time whether to send a read receipt

Automatically process meeting requests and responses to meeting requests and polls

Automatically update original sent item with receipt information

Update tracking information, and then delete responses that don't contain comments

After updating tracking information, move receipt to:

Mail Options – Message Format, Other

I like the **Show Paste Options Button** so I can change to pasting plain text if something comes into the email “weird”.

The screenshot shows the 'Message format' and 'Other' sections of the Mail Options dialog box. The 'Message format' section includes the following options:

- Use Cascading Style Sheets (CSS) for appearance of messages
- Reduce message size by removing format information not necessary to display the message
- Encode attachments in UENCODE format when sending plain-text messages
- Automatically wrap text at character:
- Remove extra line breaks in plain text messages
- When sending messages in Rich Text format to Internet recipients:

The 'Other' section includes the following options:

- Show Paste Options button when content is pasted into a message
- Show Next and Previous links in the message headers when reading messages
- Don't automatically expand conversations when using the keyboard to change messages
- After moving or deleting an open item:

Stationary and Signature Options

The screenshot shows the 'Signatures and Stationery' dialog box. The 'Personal Stationery' tab is selected. The dialog box is divided into several sections:

- Theme or stationery for new HTML e-mail message:** Theme... (No theme currently selected), Font: Use theme's font
- New mail messages:** Font... (Sample Text)
- Replying or forwarding messages:** Font... (Sample Text)
- Mark my comments with: ITCTR-SOCRATES
- Pick a new color when replying or forwarding
- Composing and reading plain text messages:** Font... (Sample Text)


Buttons for 'OK' and 'Cancel' are located at the bottom right of the dialog box.

Calendar Options – Work time, General, Display


The colors on your calendar that show your **Start Time** and **End Time** are set here.

You can change the **Default Reminder**, typically it's 15 minutes. Again, this is something you can change in the appointment/meeting, this setting is what the calendar object will start with when you create it.


Don't like the pretty blue your calendar has, change it here! If you like to live dangerously, you can even make all the calendars you have open the same color.

 Change the settings for calendars, meetings, and time zones.



Work time

 **Work hours:**
Start time: 8:00 AM ▾
End time: 5:00 PM ▾
Work week: Sun Mon Tue Wed Thu Fri Sat
First day of week: Sunday ▾
First week of year: Starts on Jan 1 ▾

Calendar options

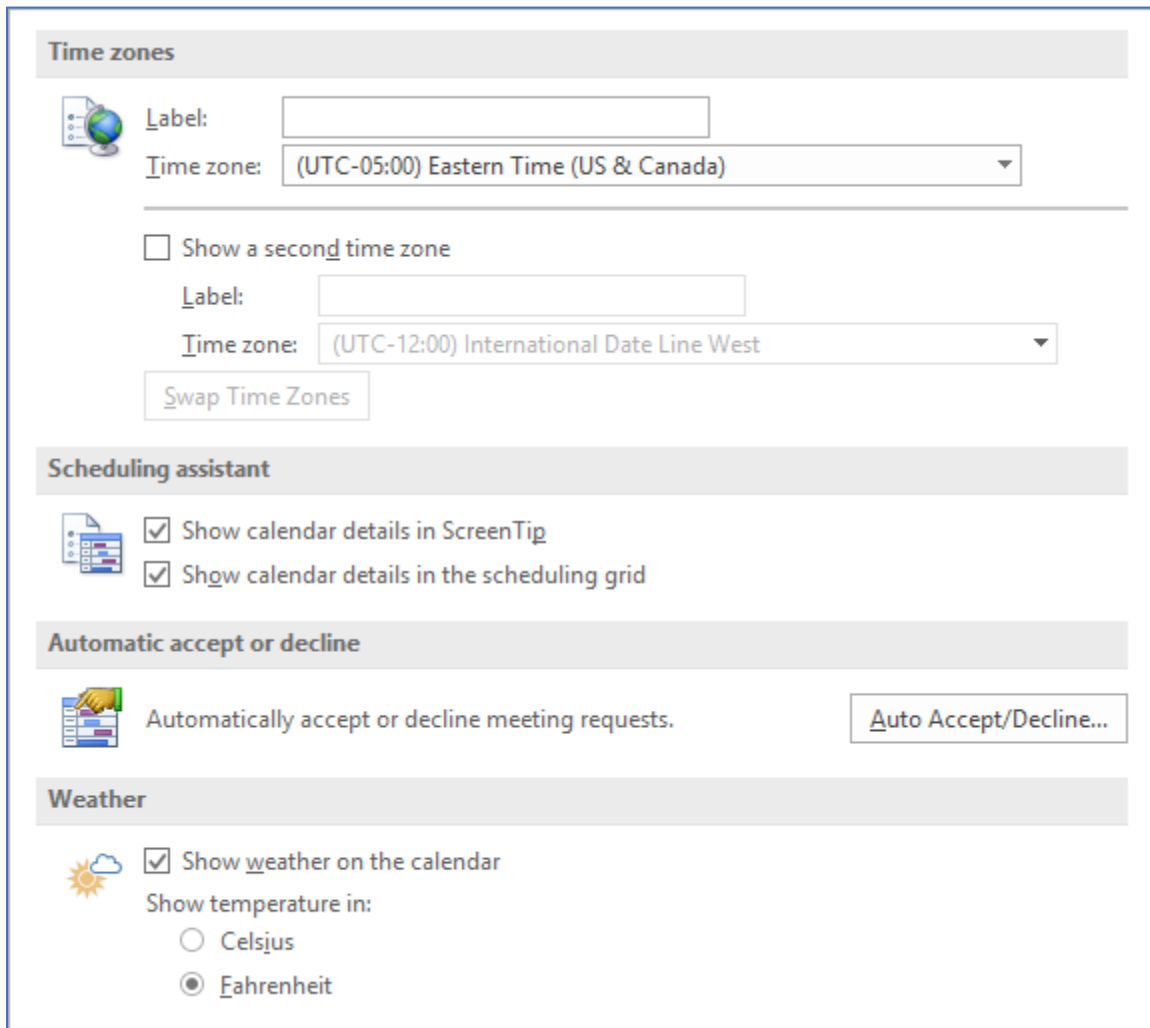
 Default reminders: 15 minutes ▾
 Allow attendees to propose new times for meetings
Use this response when proposing a new meeting time: ? Tentative ▾
Add holidays to the Calendar: [Add Holidays...](#)
Change the permissions for viewing Free/Busy information: [Free/Busy Options...](#)
 Enable an alternate calendar
English ▾ Gregorian ▾
 When sending meeting requests outside of your organization, use the iCalendar format
 Show bell icon on the calendar for appointments and meetings with reminders

Display options

 **Default calendar color:**  ▾
 Use this color on all calendars
 Show week numbers in the month view and in the Date Navigator
 When in Schedule View, show free appointments
 Automatically switch from vertical layout to schedule view when the number of displayed calendars is greater than or equal to: 5 ▾
 Automatically switch from schedule view to vertical layout when the number of displayed calendars is fewer than or equal to: 1 ▾

Calendar Options – Time Zones, Scheduling assistant, Auto Accept, Weather

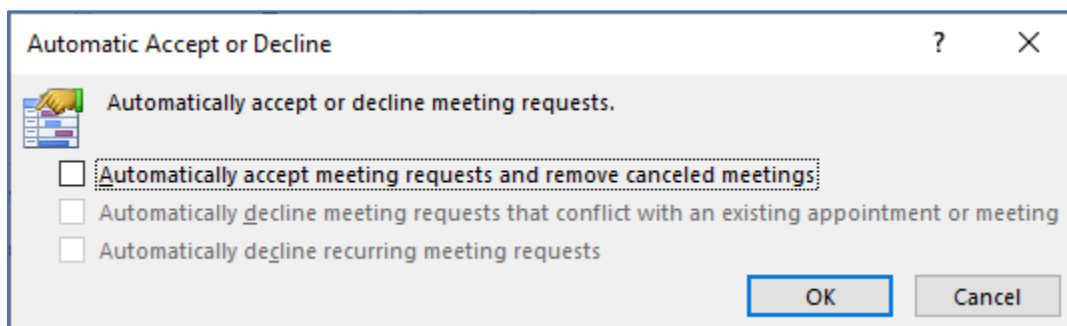
Here is where you can set up a second time zone to be displayed on your calendar.



The screenshot shows the Windows Calendar Options dialog box, which is organized into several sections:

- Time zones:** This section allows users to configure time zones. It features a globe icon, a text box for the **Label**, and a dropdown menu for the **Time zone** (currently set to "(UTC-05:00) Eastern Time (US & Canada)"). Below this, there is an unchecked checkbox for **Show a second time zone**. If checked, it would include another **Label** text box and a **Time zone** dropdown menu (currently set to "(UTC-12:00) International Date Line West"). A **Swap Time Zones** button is also present.
- Scheduling assistant:** This section contains two checked checkboxes: **Show calendar details in ScreenTip** and **Show calendar details in the scheduling grid**.
- Automatic accept or decline:** This section includes a hand icon, the text "Automatically accept or decline meeting requests.", and an **Auto Accept/Decline...** button.
- Weather:** This section has a sun and cloud icon, a checked checkbox for **Show weather on the calendar**, and a "Show temperature in:" label with two radio button options: **Celsius** and **Fahrenheit** (which is selected).


The **Automatically Accept or Decline Meeting Requests** can be a mixed blessing. I found it useful when I was juggling 12 calendars, and just set my account to auto-accept all appointments.




The screenshot shows the "Automatic Accept or Decline" dialog box, which is a smaller window with a title bar containing a question mark and a close button. It contains the following elements:

- A hand icon and the text "Automatically accept or decline meeting requests."
- Three unchecked checkboxes:
 - Automatically accept meeting requests and remove canceled meetings** (this text is highlighted with a dotted border)
 - Automatically decline meeting requests that conflict with an existing appointment or meeting**
 - Automatically decline recurring meeting requests**
- Two buttons at the bottom right: **OK** and **Cancel**.


Search Options

 Change how items are searched with Instant Search.

Sources

 Change the Outlook stores indexed by Windows Search Indexing Options...

Results

 Include results only from:


- Current folder
- Current folder. Current mailbox when searching from the inbox
- Current mailbox
- All mailboxes

Include messages from the Deleted items folder in each data file when searching in All Items

When possible, display results as the query is typed

Improve search speed by limiting the number of results shown


Highlight search terms in the results

Highlight color: 


Notify me when results might be limited because search indexing is not complete

Advanced Options – Panes, Starting Folder, AutoArchive


Again, Archive options are usually controlled by your Administrators.

 Options for working with Outlook.

Outlook panes


 Customize Outlook panes. Navigation...
Reading Pane...

Outlook start and exit

 Start Outlook in this folder: Browse...

Empty Deleted Items folders when exiting Outlook

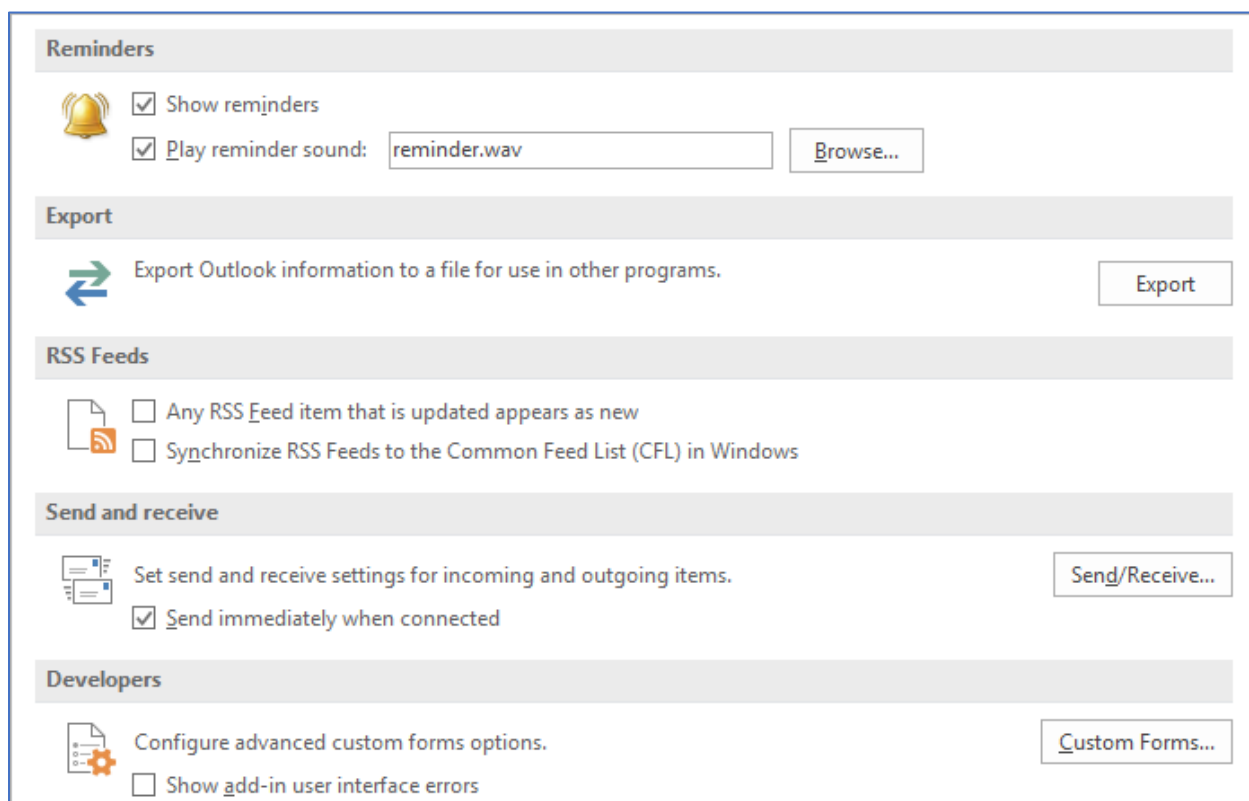
AutoArchive

 Reduce mailbox size by deleting or moving old items to an archive data file. AutoArchive Settings...

Advanced Options – Reminders, Export, Feeds, Send/Receive, Developers

This is where you can turn off the reminders by unchecking the **Show Reminders** option.

The export option can also be found under the File menu, under **Open & Export**.



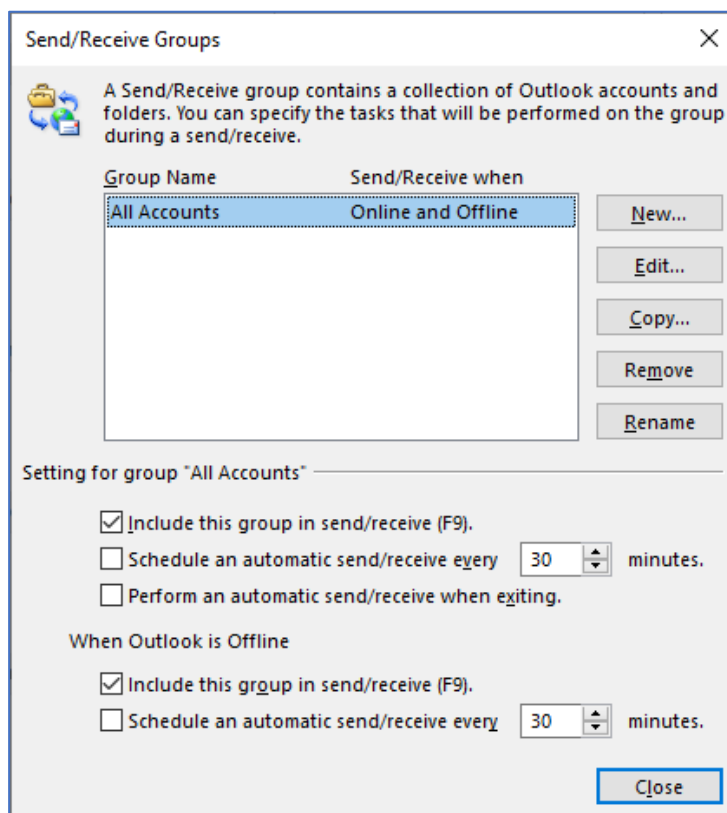
The screenshot shows the 'Advanced Options' dialog box in Outlook, divided into several sections:

- Reminders:** Includes a bell icon, a checked checkbox for 'Show reminders', and a checked checkbox for 'Play reminder sound:' with a text field containing 'reminder.wav' and a 'Browse...' button.
- Export:** Features a right-pointing arrow icon, the text 'Export Outlook information to a file for use in other programs.', and an 'Export' button.
- RSS Feeds:** Contains a document icon, an unchecked checkbox for 'Any RSS Feed item that is updated appears as new', and another unchecked checkbox for 'Synchronize RSS Feeds to the Common Feed List (CFL) in Windows'.
- Send and receive:** Shows a mail icon, the text 'Set send and receive settings for incoming and outgoing items.', a checked checkbox for 'Send immediately when connected', and a 'Send/Receive...' button.
- Developers:** Includes a document icon with a gear, the text 'Configure advanced custom forms options.', and a 'Custom Forms...' button. Below this is an unchecked checkbox for 'Show add-in user interface errors'.

Send/Receive

If you don't have the **Send immediately when connected** option checked, your emails will be found in the Outbox folder.

The Send/Receive options allow you to schedule how often Outlook will send and receive your emails and meeting requests.




The screenshot shows the 'Send/Receive Groups' dialog box. It includes a title bar with a close button (X) and a brief description: 'A Send/Receive group contains a collection of Outlook accounts and folders. You can specify the tasks that will be performed on the group during a send/receive.' Below this is a table with two columns: 'Group Name' and 'Send/Receive when'. The first row is 'All Accounts' with 'Online and Offline' in the second column. To the right of the table are buttons for 'New...', 'Edit...', 'Copy...', 'Remove', and 'Rename'. Below the table, the section 'Setting for group "All Accounts"' contains two sets of options: one for when Outlook is online and one for when it is offline. Each set has a checked checkbox for 'Include this group in send/receive (F9)', an unchecked checkbox for 'Schedule an automatic send/receive every' followed by a spinner box set to '30' and the word 'minutes.', and an unchecked checkbox for 'Perform an automatic send/receive when exiting.' (only present in the online section). A 'Close' button is at the bottom right.

Advanced Options – International, Graphics Acceleration, Other

I like that Outlook will **Prompt for confirmation before permanently deleting items**.

International options

 Use English for message flag labels

Use English for message headers on replies and forwards and for forward notifications.

Automatically select encoding for outgoing messages

Preferred encoding for outgoing messages:


Automatically select encoding for outgoing vCards

Preferred encoding for outgoing vCards:


Allow international domain names in email addresses

Allow UTF-8 support for the mailto: protocol

Display

 Disable hardware graphics acceleration

Other

 Set Quick Click category:

Prompt for confirmation before permanently deleting items

Allow analysis of sent emails to identify people you commonly email and subjects you commonly discuss, and upload this information to the default SharePoint Server.

Enable troubleshooting logging (requires restarting Outlook)

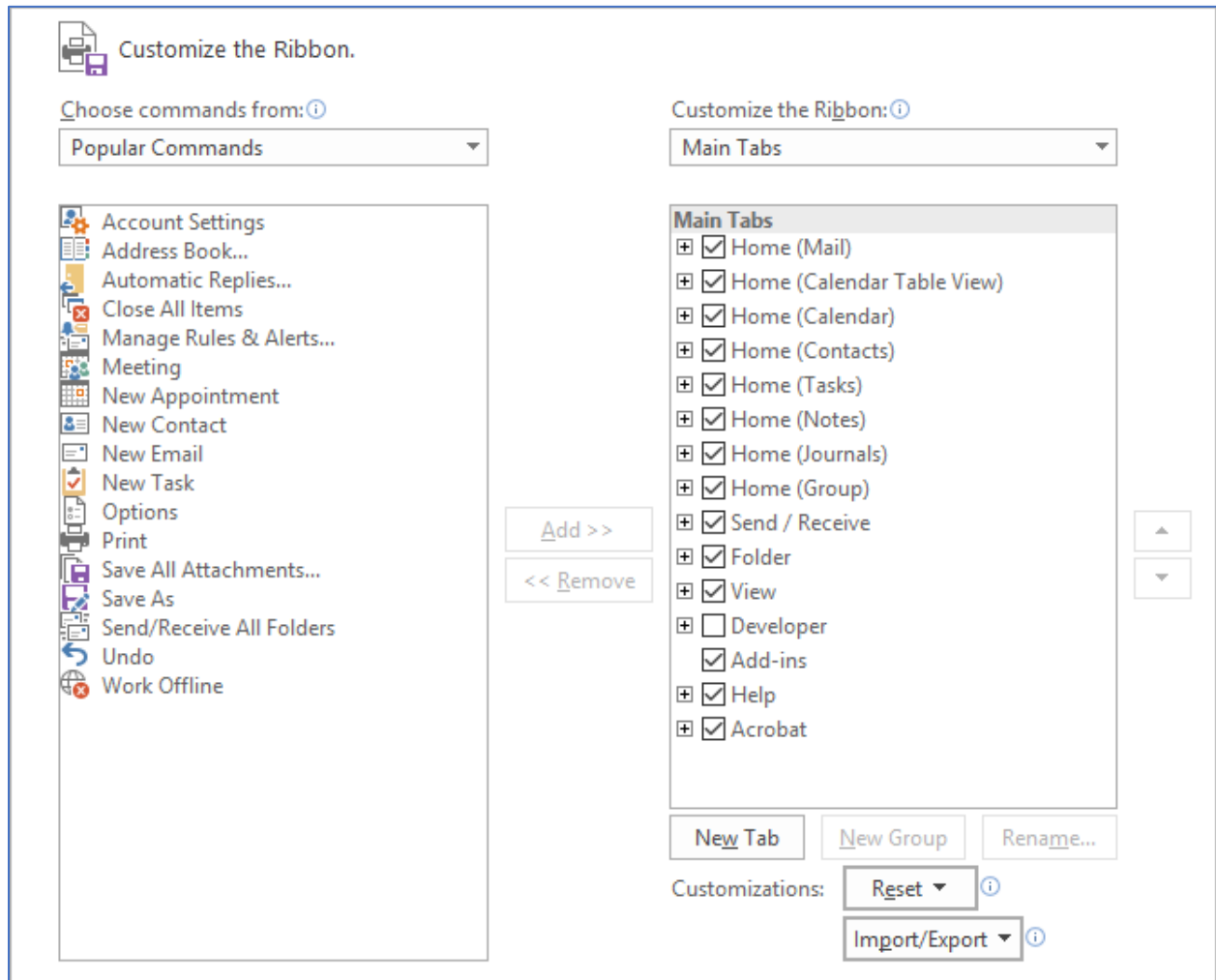
Migrate group schedules from a previous version of Microsoft Outlook:

Use animations when expanding conversations and groups

Use Send to OneNote with OneNote for Windows 10

Customize the Ribbon

In all of the Microsoft Office Apps you can customize the ribbon. If you wanted to add a group of file options like **Save**, and **Print**, you can even make your own custom tabs. Notice that because there are so many different parts to Outlook there are different “Home” tabs.



Notice the Import/Export button at the bottom of these options. If you go through the effort of setting up your own Ribbon options, Outlook lets you save (Export) those customizations. When you set up Outlook on another computer, or you are upgraded you can Import those customizations.

Both the Ribbon and Quick Access toolbar options will be saved when you Export.

Customize the Quick Access Toolbar

The Quick Access Toolbar, is the little set of tools that show up in the upper left-hand corner of your program. You can add to the toolbar from here, or by right-clicking on any button in the ribbon and choose Add to Quick Access Toolbar.

