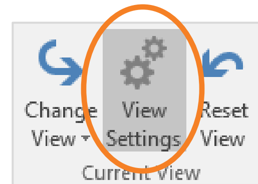
Conditional Formatting

Customize how messages appear in your inbox. This features lets you highlight the messages that are most important. (E.g. all unread messages from your supervisor display larger and blue.)

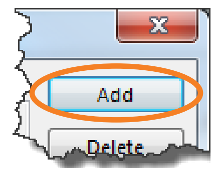
1. From your inbox, click **View**.

2. In **Current View** group, click **View Settings**.

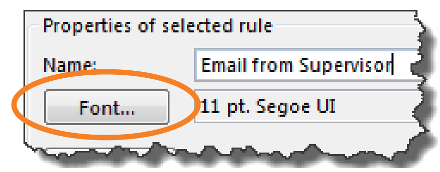


3. Click Conditional Formatting... .

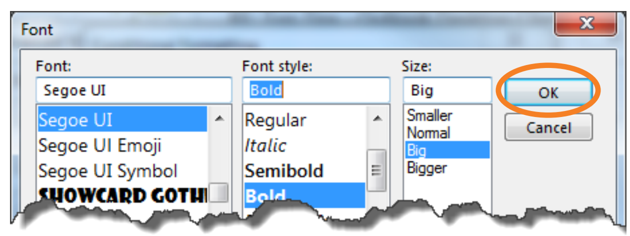
4. Click **Add** to create a new rule.



5. Name new rule.

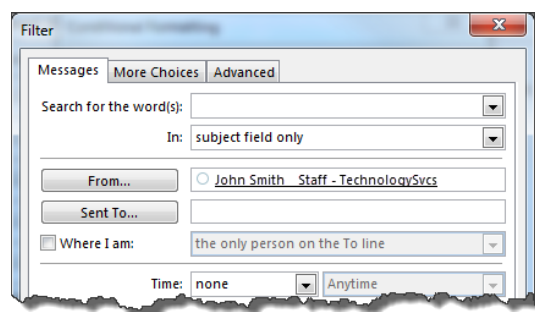


6. Click **Font** to customize how the message appears in your inbox.



7. Make selections, click **OK**.

8. Click Condition... to set critera.



9. Select filters and click OK .

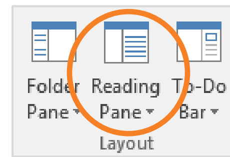
10. Click **OK** to save.

11. Click **OK** to return to inbox.

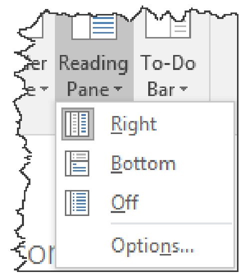
Configure Reading Pane

Customize the appearance of your inbox.

1. From your inbox, click **View**.



2. In the **Layout** group, click **Reading Pane**.



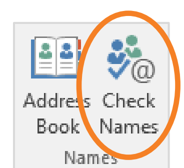
3. Select preferred view.

Check Names

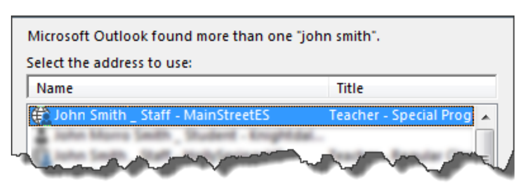
Easily populate and verify e-mail addresses.

1. When creating a new e-mail message, in the **To:** field, type in staff member name.

2. Click **Check Names**.



3. Full address will populate or a list of names will appear to choose from.

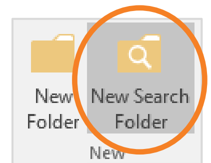


Create a Search Folder

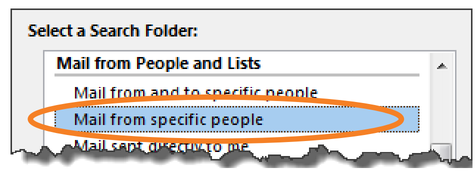
A Search Folder saves time by providing a view of e-mail items that match commonly searched key words.

1. Click **Folder**.

2. In **New** group, click **New Search Folder**.



3. Select a Search Folder.
   - Click Choose... to customize the folder.



4. Make sure your WCPSS e-mail address is selected for the search.

5. Click OK.

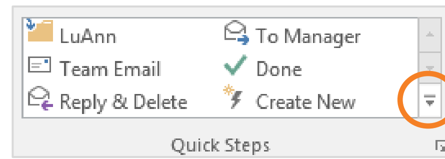
NOTE: Search Folders will be displayed at the bottom of the Folders list.

Quick Steps

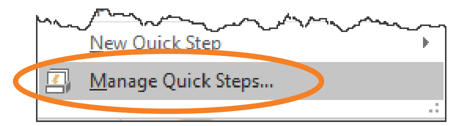
Quickly and easily manage your inbox by automating frequently performed actions.

1. From your inbox, click **Home**.

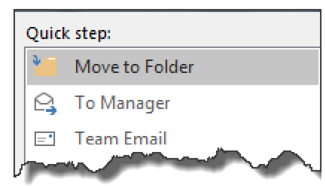
2. In **Quick Steps** group, click the **more** arrow.



3. Click **Manage Quick Steps**.



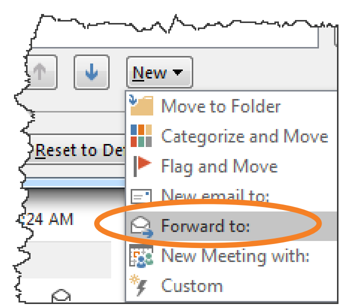
4. To modify an existing Quick Step, select the Quick Step and click Edit .



5. Edit actions and click Save .

6. To create a new Quick Step, click **New**.

7. Click an **action type**.



8. Customize your Quick Step.

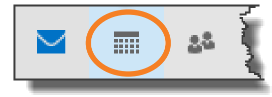
9. To add more Actions, click Options .

10. Click Finish to save.

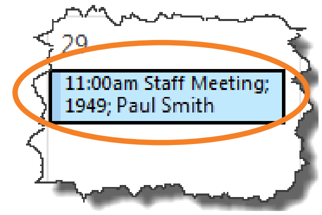
View Meeting Attendees

See who has been invited to a meeting.

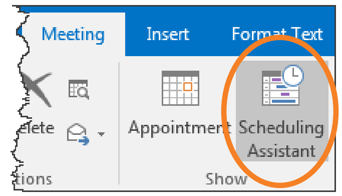
1. Open **Calendar**.



2. **Double-click** meeting to view details.



3. In **Show** group, click **Scheduling Assistant**.



4. **All Attendees** will be displayed on the left.