



## Outlook Tips and Tricks

Find out some useful tips and tricks to make life easier using Outlook!

### Setting up Out of Office (Automatic Replies)

**Out of Office** aka **Automatic Replies**, will send an automatic email to someone when they send you an email, you can specify the message and who it is sent to etc.

In Outlook, select **File > Automatic Replies**

Select the tick box **Send Automatic Replies**

If you don't want the messages to go out right away, select **Only send during this time range**

Choose the dates and times you'd like to set your automatic reply for.

Type in a message. You can format the text using the tool bar, or cut and paste text you've formatted, including hyperlinked text.

### Set up an Email Signature

An **email signature** is a block of text at the end of an email which includes professional contact details and company branding.

In Outlook, select **File > Options > Mail > Signatures**

A box will then pop up, Click **New** and name your signature.

In the box below the text **Edit Signature**, you can type out the Signature you want to use.



Once done, click **Save**

Next to the **New messages** and **Replies/forwards** at the bottom of the screen, click the dropdown boxes and choose your signature.

Click **Ok** and your done, if you go to create a new email, you should see the signature at the bottom of the email.

## **Send emails from other addresses**

To send an email from another address, the first thing you will need is **access** to that email, whether that is signing in with the login details or being **delegated** access; contact your administrator for more details.

In **Outlook**, open a **New Email** and select the **Options** tab along the top of the screen.

From here, in the **Show Fields** section, click **From**, this will enable the **From** field when sending emails.

Click the **From** field and then select **Other Email Address**, a pop up box will appear, type the email in you want to send from and click Ok.

As long as you have the correct access, you will now be able to send from that email.