

Tech Tips – Week 1

Getting Started Quick Tips

If you're new to Outlook 2013, this free guide offers useful tips to help you find your way around.

[Start Here](#)

Send automatic replies when you're out of the office

Set up automatic replies, set a time range, use rules to manage your inbox while you're out, and create different out-of-office messages for different groups. [\(Click here\)](#)

Calendar basics

Watch these videos to get familiar with the calendar in Outlook 2013. You can keep things simple, or use Outlook to manage complex meetings and schedules. [\(Click here\)](#)

Use Instant Search to find messages and text

Use instant search to find email messages containing text that you specify, or that meet criteria such as sender, recipient, or time sent. [\(Click here\)](#)

Recall and replace sent messages

You send an email message, and then you start to have second thoughts. In Outlook 2013, you can recall or replace email that you've sent. Or you can resend an email to try to repair the damage. Here's how it works. [\(Click here\)](#)