

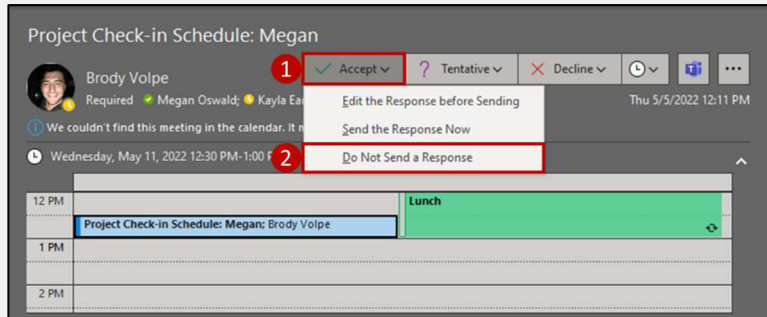
Microsoft Outlook: Best Practices

Accepting Meeting Invitations

When accepting a meeting invite, accept without sending a reply to eliminate unnecessary inbox clutter.

To accept the meeting without including a reply:

1. Click the Accept drop-down menu.
2. Select Do Not Send a Response.



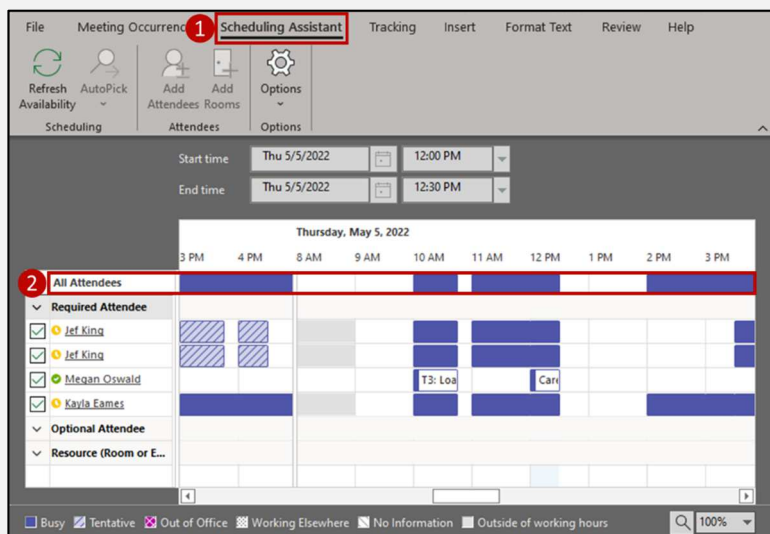
NOTE: Some meetings are set up specifically to prevent replies. In this scenario, you will not have dropdown menu options and can click Accept without sending a reply.

Requesting a Meeting

Be sure to check the availability of all meeting participants to avoid scheduling conflicts. To check everyone's availability:

1. Select the Scheduling Assistant tab.
2. Review the All Attendees row to determine availability.

NOTE: Clear space indicates that everyone is available at that time. Refer to the block key at the bottom of the window for conflict details.

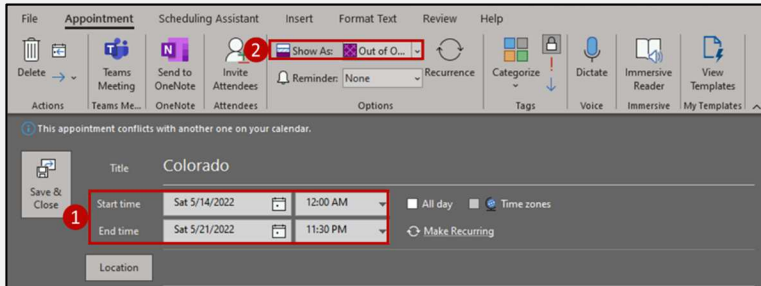


Microsoft Outlook: Best Practices

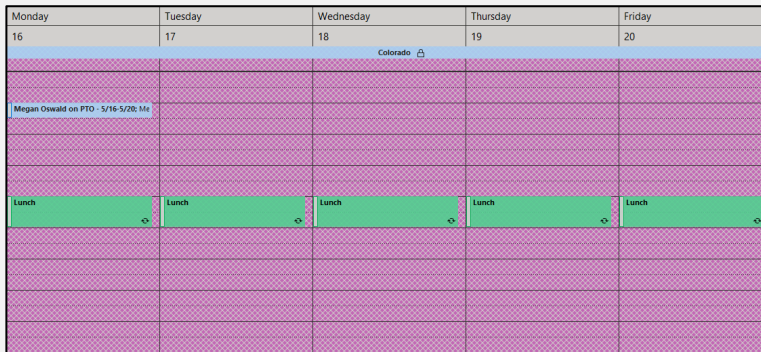
Blocking Time for PTO

To block planned PTO on your calendar:

1. Set the Start and End time.
2. Use the Show As: dropdown menu to select Out of Office.

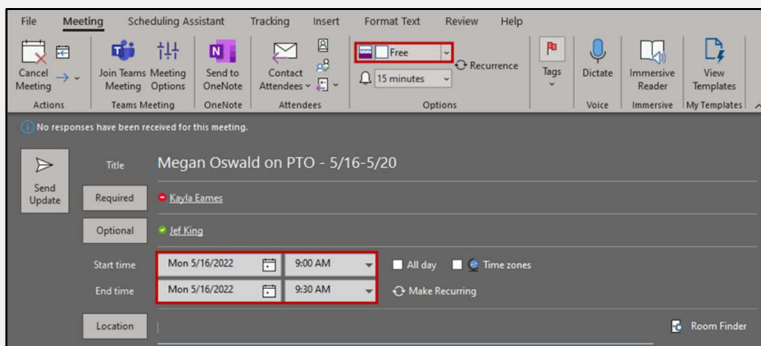


Your Calendar will block this time as shown below:



Add a PTO Reminder to your Manager's Calendar

On the first day of your scheduled PTO, create a 30-minute meeting with your Manager and select the Show As: Free option so the reminder does not block their time.



Microsoft Outlook: Best Practices

Manager's Reminder:

Megan Oswald on PTO - 5/16-5/20

Megan Oswald
Required ● Kayla Eames
Optional ● Jef King

Accept ▼ Tentative ▼ Decline ▼

Please respond.
This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: (UTC-05:00) Eastern Time (Canada).

Monday, May 16, 2022 8:00 AM-8:30 AM

Today	<	>	May 16 - 20, 2022	
			Monday	Tuesday
			16	17
8 AM			Megan Oswald on PTO - 5/16-5/20; M	
9 AM				

Email Signatures

Your business email should be included on the first email of a new subject. It is not necessary to include your signature in replies.

To set your signature:

1. Open a new email and click the Signature dropdown menu.
 - a. Select Signatures.
NOTE: If you have already created a signature line, it will be listed in the dropdown menu.
2. Click New and assign a name for your signature line.
3. Create your signature line
4. Use the New messages: dropdown menu to select the signature and click OK.

File Message Insert Options Format Text Review Help Acrobat

Signature ▼

Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit: Megan Oswald

Choose default signature: E-mail account: Megan.Oswald@supremelending.com

New messages: Megan Oswald

Replies/forwards: Megan Oswald

Delete New Save Rename

Edit signature

Calibri (Body) 11 B I U Automatic Business Card

Thank you,
Megan Oswald | Curriculum Developer
Main: (214) 340-5225
Direct: (810) 358-1155
14801 Quorum Drive, Suite 300
Dallas, TX 75254
Megan.Oswald@SupremeLending.com

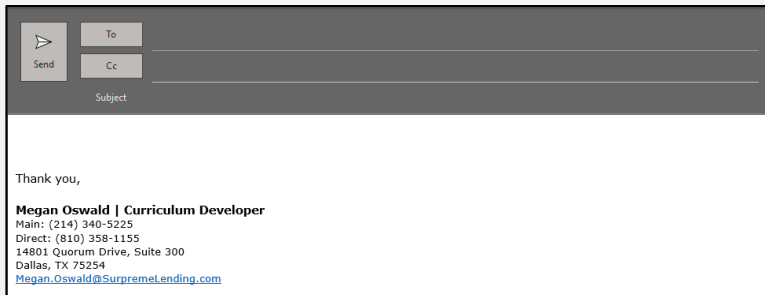
Get signature templates

OK Cancel



Microsoft Outlook: Best Practices

Your signature will automatically be included in initial emails as shown below:



Outlook Tips and Tricks

- Click [HERE](#) to explore the top 50 most popular Outlook tips, tricks, and tutorials.
- Click [HERE](#) to explore Outlook tips and tricks you should know.

If you have questions, please contact Training@SupremeLending.com

