



Outlook Tips & Tricks: Week 3

Schedule Emails: Use the “Send Later” feature to schedule emails to be sent at a specific time. Click the down arrow next to the “Send” button.

Use Categories: Try creating folder or categories to organize your mailbox. See Knowledge article “How to create and use Categories in Outlook” (KA 14213)

Pin Important Emails: Pin emails to the top of your inbox for easy access. Hover over your mouse over the email you would like to pin then select the Pin icon.

Drop-In WebEx Training Sessions

September 20th, 25th

Join the below Webex Meeting anytime you are free between 9:00am-3:30pm



<https://thunderbayhospitals.webex.com/thunderbayhospitals/j.php?TID=m4453b0295f7ea4a872da9b78493e6ecd>



Help.Desk@tbh.net