



## Outlook Tips & Tricks: Week 4

**Clear your Junk/Trash folder:** Does not auto deleted. Keep your folders clean by going to Setting > General > Storage and selecting **Empty** on both the “Deleted Items” and “Junk Email” folders.

**Recurring Meetings:** Schedule end dates on recurring meetings

To change an entire series of meetings, cancel the original meeting and create a new one.

To change one instance, cancel just that meeting and create a new one to replace it.

Avoid frequent changes

**Tasks:** Go to the **To Do** section on the navigation panel, enter a name for the task in the “Add a task” field, then select **Add**. The task will then be added to your “To Do” list. You can also share lists with others!

### Drop-In WebEx Training Sessions

September 25th

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

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



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