

WORKSHOP: Outlook Add-ins That Will Change Your Life – Kerrie Aborn

Tuesday, February 6, 11:00 am to 12:00 pm

Do you feel overwhelmed when you look in your Outlook inbox? Wouldn't it be great if it were more efficient to communicate by email with students and colleagues? Kerrie has recently discovered a few Outlook apps, called Add-Ins, that have improved her work quality of life. Stop in while she gives a demonstration and feel free to share any hacks of your own!

You will learn:

1. How to instantly reply to email with a template instead of retyping the same text over and over again
2. How to speed up the process of finding common meeting times
3. How to snooze an email so it comes back to your inbox at a later date

Outlook Add-Ins

1. What is an Outlook Add-In?
 - a. Microsoft allows other companies to build programs, also called apps or add-ins, that integrate into Outlook to help you work from your inbox.
2. How do I install an Outlook Add-In?
 - a. Log into the My Curry Portal. On the Home page, on the Quick Launch menu, click the Office 365 Email icon and log in.
 - b. Click Mail.
 - c. In the upper right corner, click the gear Settings icon. Click Manage Add-Ins.
 - d. At the top, in the Search add-ins box on the right, type the name of Add-In you want to install and press enter.
 - e. Click the Add-In you want to install, and follow the prompts to complete the installation.

Template Phrases

1. What is Template Phrases?
 - a. Template Phrases is an Outlook Add-In that allows you to save snippets of text, called templates, which can be quickly inserted into any email message without having to retype it over and over.
2. How do I open the Template Phrases Add-in?
 - a. From your Outlook 2016 client, open a new blank email.
 - b. At the top, on the Message tab, click Show Templates. The Template Phrases Add-In will appear on the right.
3. How do I create a new template?
 - a. To add a new template, click the New button at the bottom.
 - b. In the title box, type the name of your template so you can easily identify it from the list later on.
 - c. In the group box, choose a group in which to save your template. A group is like a folder.
 - d. Click the Star button if you want to save the template as a favorite.
 - e. Click in the body and type the text you want to appear when you click on this template.
 - f. Click Save at the bottom.
4. How do I insert a template into an email?
 - a. In your email message, click in the place you want the template to appear.
 - b. At the top, on the Message tab, click Show Templates. The Template Phrases Add-In will appear on the right.
 - c. Click on the template you want to insert.
 - d. Click the Insert button to the left of the template you want to insert.
5. How do I edit a template?
 - a. Click on the template you want to insert.
 - b. At the bottom, click on the pencil icon.
 - c. Make changes and then click Save.

Boomerang

1. What is Boomerang?
 - a. Boomerang is an Outlook Add-In that acts like a snooze button for an email message. It lets you clean up your Inbox without losing track of important messages and helps you manage messages that you can't deal with today, but that need attention or a response later. It also has a helpful feature that assists with scheduling meetings.
2. How do I open Boomerang?
 - a. From your Outlook 2016 client, open an email.
 - b. At the top, on the Message tab, click Open Boomerang.
3. How do I snooze an email I received so it comes back to my inbox at a later date?
 - a. Open an email you received in your inbox.
 - b. Click Open Boomerang. The Boomerang Add-In will appear on the right.
 - c. If you only want the message to return to your inbox if no one responds, check the "Only if nobody responds" box. If you want the message to return to your inbox regardless, leave this box blank.
 - d. If you want the message to return at one of the preset times listed in the grid, click on the preset time of your choice. If you want the message to return at a specific date and time, click the box under "At a specific time" and follow the prompts, then click Confirm.
4. How to suggest meeting times?
 - a. Open a new blank email.
 - b. In your email message, click in the place you want the suggested meeting times to appear.
 - c. Click Open Boomerang. The Boomerang Add-In will appear on the right.
 - d. Click Suggest Times. A pop-up window will appear.
 - e. In the Invite box, type the email address of the person you want to invite to the meeting.
 - f. In the Title box, give the meeting a name.
 - g. Under Duration, click the length of time for the meeting.
 - h. In the Location box, type the meeting location.

- i. If you want the times you choose to be blocked on your calendar until the meeting time is set, click the “Block these Times” box.
- j. On the right you will see your calendar. At the top you can navigate to different dates, and you can choose to show your calendar by one day at a time, by week, etc.
- k. Scroll through your calendar and click on the times you want to suggest for the meeting.
- l. Under “Include in Email” choose the way in which you want the suggested times to be displayed. The Text Only option is very easy to read.
- m. Click “Insert into email.”