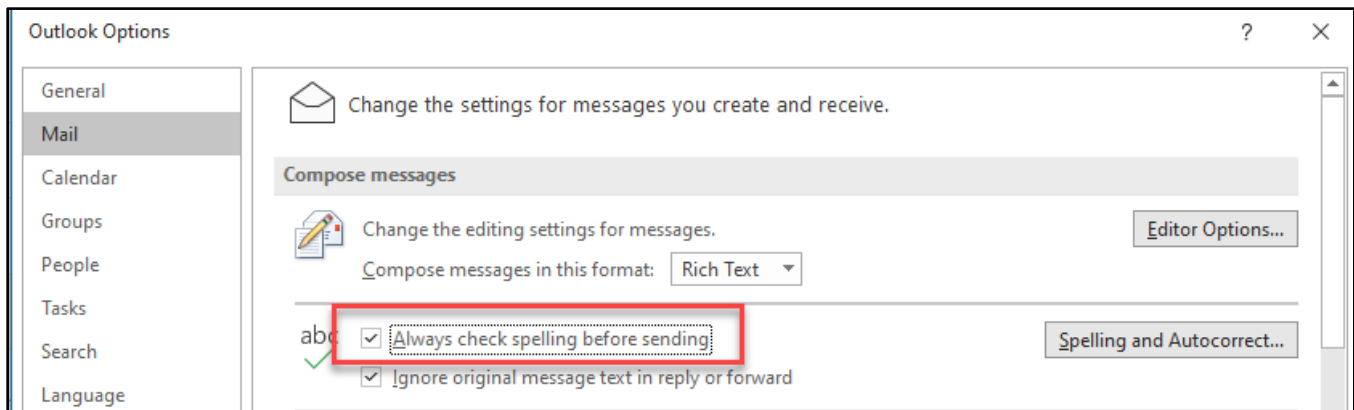


Outlook Default Setting Changes

1. **General Settings:** This setting is found under the File menu → Options → General. Uncheck Show Mini Toolbar if you'd rather not the mini toolbar that pops up when you select text.
2. **Mail Settings:** All of these settings are found under the File menu → Options → Mail.
 - A. **Format:** Under Compose messages in this format, select HTML.
 - B. **Check Spelling Automatically:** If you want Outlook to spellcheck your email before sending, under Compose Messages, check Always check spelling...

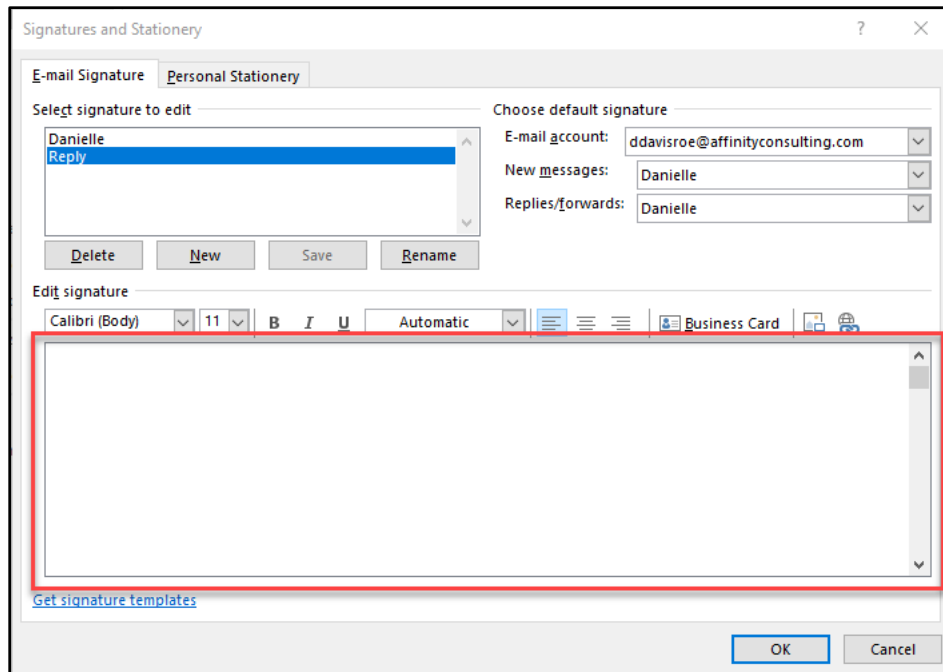


Click on the Spelling and Autocorrect button and uncheck Ignore Words in UPPERCASE.

- C. **Set Up Your Signature:** Under Compose Messages, click on the Signatures... button to setup your email signatures. It is recommended that you have an email signature automatically attached to every new message and every reply/forward. However, the reply/forward signature doesn't need to be as detailed as the one you use for new messages.

To create a new email signature:

- i. Click on the New button to create a new email signature.
- ii. Type a name for the signature and click OK.
- iii. In the empty text box, create your email signature.



iv. Click on the Save button.

To set your default email signatures for new messages and replies/forwards, select the desired signature under Choose default signature.

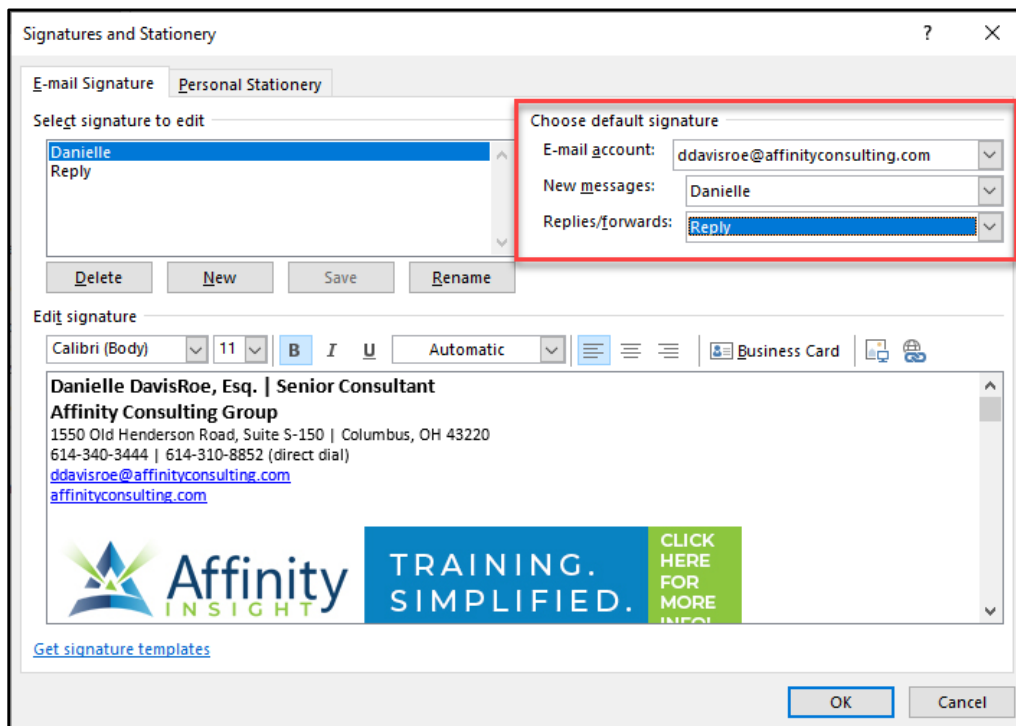
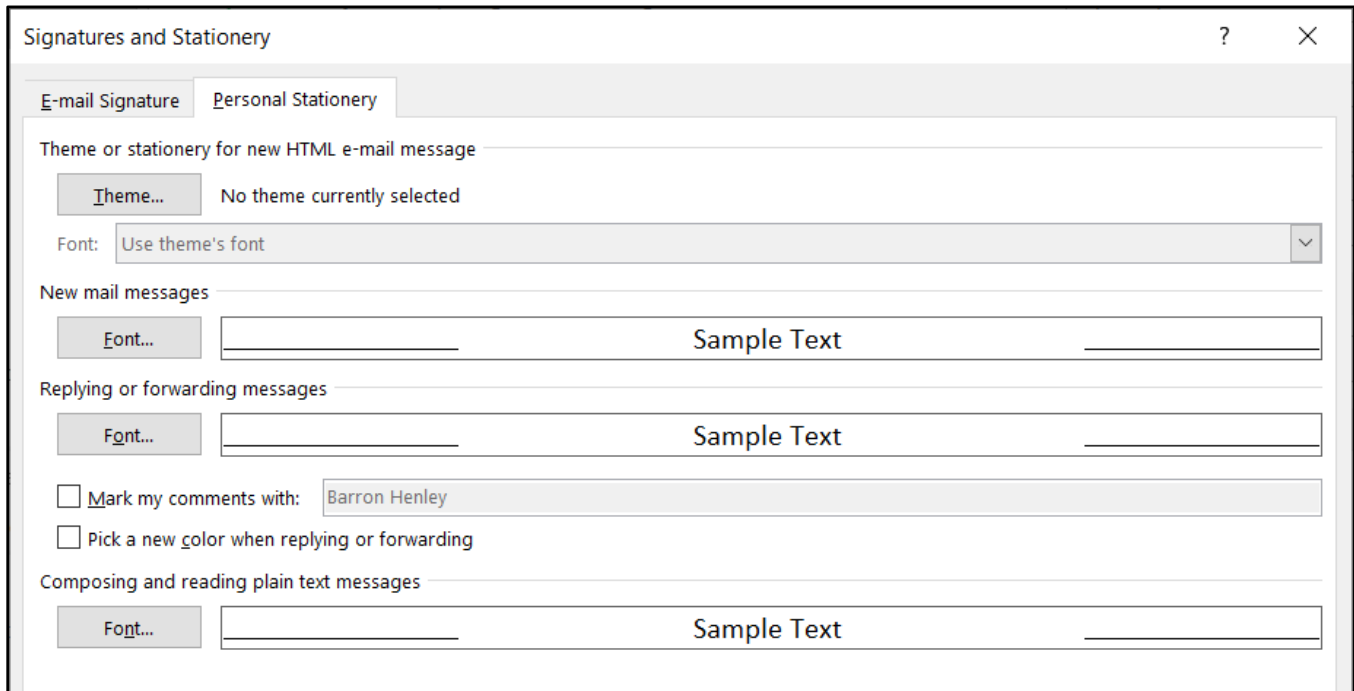
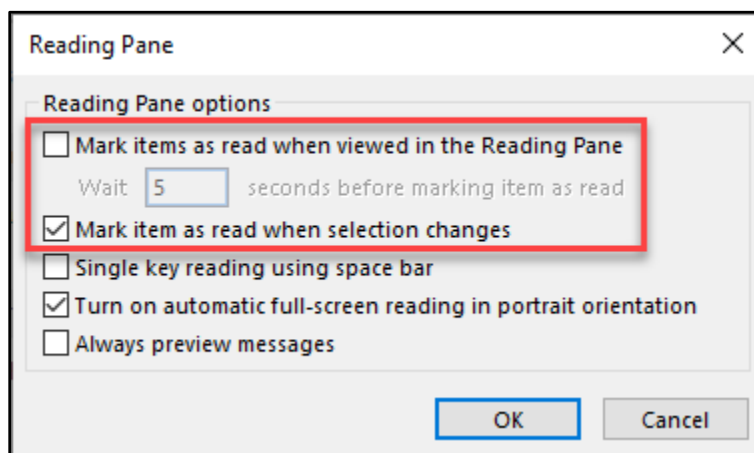


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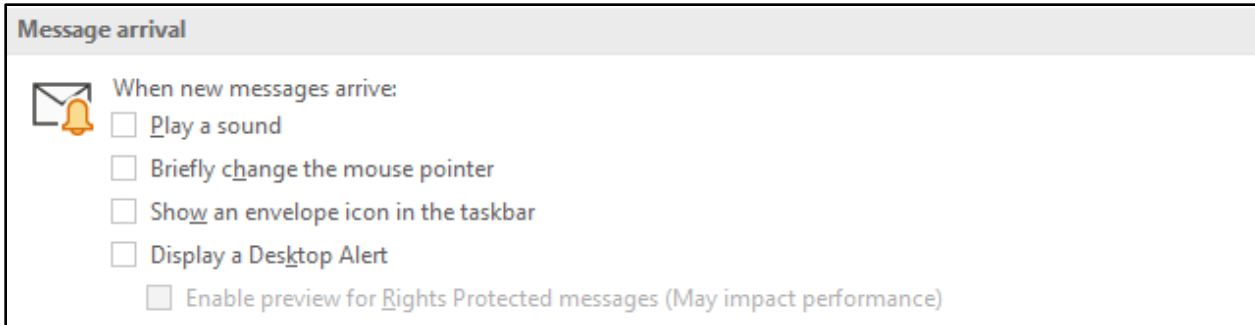
- D. Default Fonts:** Under Compose Messages, click on the Stationery and Fonts... button. New messages, replies/forwards, and plain text messages all have separate font settings. Click on the Font... button to change the default font for each message type.



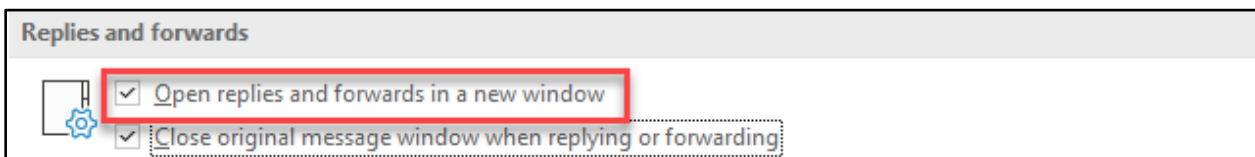
- E. Stop Marking Emails as Read When Viewed in Reading Pane:** By default, Outlook marks emails as read when they are viewed in the Reading Pane. To retain the unread status until emails are double-clicked to open, under Outlook panes, click on the Reading Pane button. Uncheck Mark items as read when viewed in the Reading Pane and Mark item as read when selection changes. Then click OK.



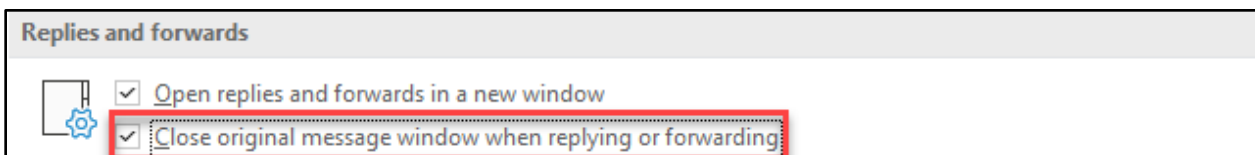
- F. Turn Off Message Notifications:** As described above, you can turn off email notifications and we strongly recommend that you at least try this. Under Message Arrival, uncheck all of the boxes.



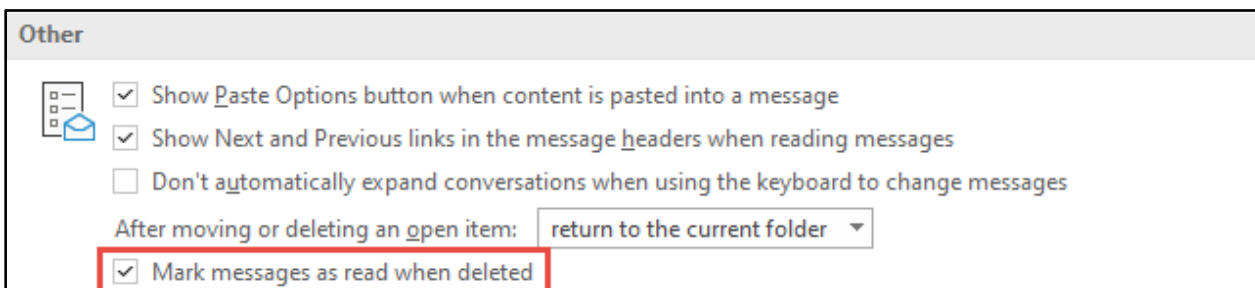
- G. Automatically Open Replies and Forwards in a New Window:** Depending upon what version of Outlook you have, when you click on the Reply or Forward button in the navigation pane, it may open the reply/forward in the reading pane rather than as a separate window. While you can click on pop-out to move the reply/forward out of the reading pane and into a new window, you can change your settings to do this automatically. Under Replies and Forwards, check the box to Open replies and forwards in a new window.



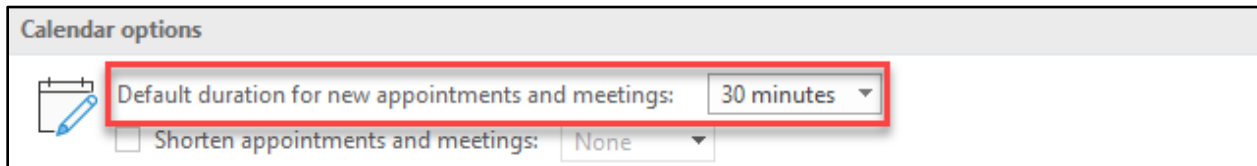
- H. Close Original Messages When Replying or Forwarding:** When replying to or forwarding an email that was opened in its own window (by double-clicking on the email), Outlook can automatically close the original email. Under Replies and forwards, check the box to Close original message window when replying or forwarding.



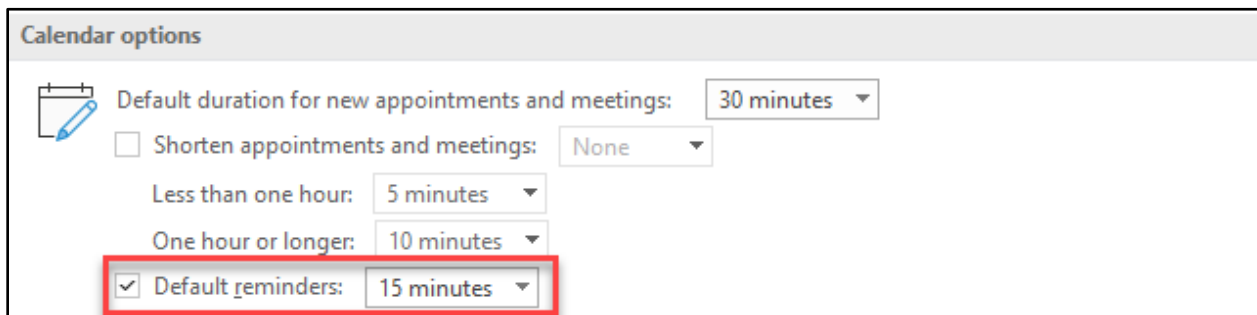
- I. Mark Messages As Read When Deleted:** If you dislike having a bunch of email in your deleted items identified as unread, check the box below under Other.



3. **Calendar Settings:** All of these settings are found under the File menu → Options → Calendar.
- A. **Change Work Start and End Hours:** If you work different hours or days than Outlook's defaults, you can change them under Work time.
 - B. **Default Duration for Appointments and Meetings:** When adding a new appointment on your calendar, Outlook defaults to a 30-minute duration. You can change the default reminder time under Calendar options.



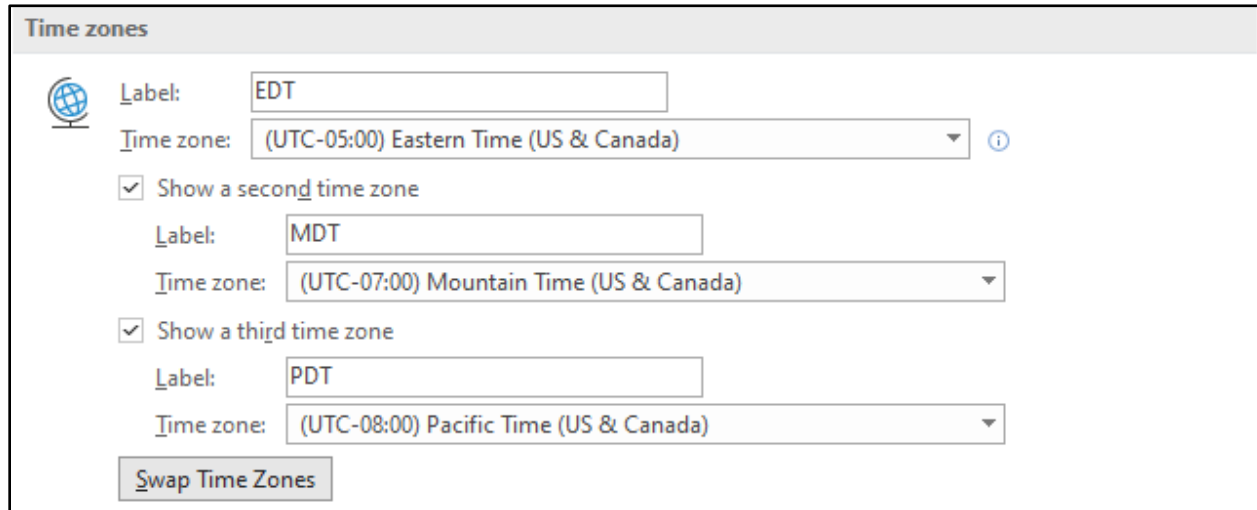
- C. **Default Reminder Timing:** Outlook will add a 15-minute reminder to all calendar appointments by default. You can change the default reminder time under Calendar options.



- D. **Change Calendar Color:** To change the default color of your calendar, select a new color under Display Options.

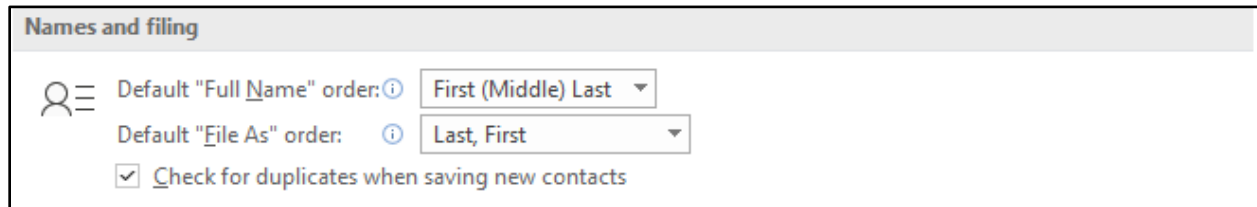


- E. **Show Multiple Time Zones in Your Outlook Calendar:** Under Time Zones, you can add one or two additional time zones to your calendar (which will display side-by-side).



The screenshot shows the 'Time zones' settings in Outlook. It features a globe icon and three time zone entries. The first entry has a label 'EDT' and a time zone '(UTC-05:00) Eastern Time (US & Canada)'. The second entry is checked and has a label 'MDT' and a time zone '(UTC-07:00) Mountain Time (US & Canada)'. The third entry is also checked and has a label 'PDT' and a time zone '(UTC-08:00) Pacific Time (US & Canada)'. A 'Swap Time Zones' button is located at the bottom.

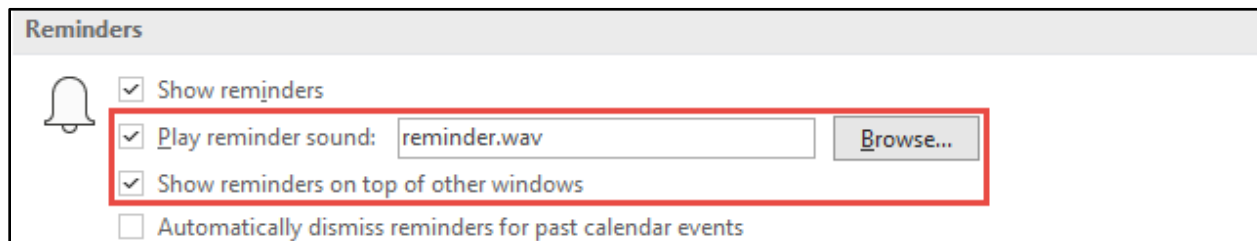
4. **People Settings:** This setting is found under the File menu → Options → People. We recommend using the settings below.



The screenshot shows the 'Names and filing' settings in Outlook. It includes a person icon and three settings: 'Default "Full Name" order' set to 'First (Middle) Last', 'Default "File As" order' set to 'Last, First', and a checked checkbox for 'Check for duplicates when saving new contacts'.

5. **Advanced Settings:** This setting is found under the File menu → Options → Advanced.

- A. **Change Your Reminder Sound and Avoid Missed Reminders:** If you would prefer another sound as a reminder, you can make the change under Reminders. Furthermore, many people have missed reminders in Outlook because they can hide behind other applications. There's now a solution for that. Under Reminders, just check Show reminders on top of other windows.



The screenshot shows the 'Reminders' settings in Outlook. It features a bell icon and four settings: 'Show reminders' (checked), 'Play reminder sound' (checked) with a text box containing 'reminder.wav' and a 'Browse...' button, 'Show reminders on top of other windows' (checked), and 'Automatically dismiss reminders for past calendar events' (unchecked). A red box highlights the 'Play reminder sound' and 'Show reminders on top of other windows' settings.

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