Unite Mail
# Tips & Tricks
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Email Tips & Tricks

- Tip 1: How to Send an Email to Multiple People

- Tip 2: How to Forward a Message

- Tip 3: How to Delete a Message from Your List

- Tip 4: How to Restore a Message

- Tip 5: How to Create a New Folder

- Tip 6: How to Create an Out-of-office Message

- Tip 7: How to Create an Email Signature

- Tip 8: How to Search for Message in Mail

- Tip 9: How to View important Message Quickly

Tip 1: How to Send an Email to Multiple People

- Use a **semicolon** (";") to separate multiple recipients

Separate multiple recipients with a semicolon.

To...   Anne Weiler; Darcy Jayne
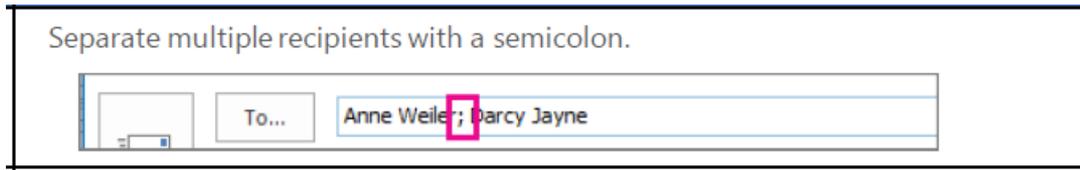
Note this is different from Lotus Notes, which used a comma (",") to separate recipients

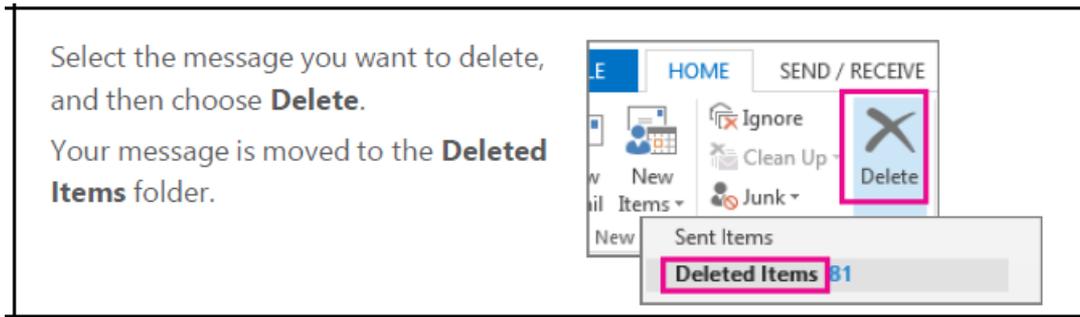- Learn more about this tip: <u>Lotus Notes to Office 365 for Business</u>

Tip 2: How to Forward a Message

Select the message, and then, in the **Home** tab > **Respond** group, choose **Forward**.
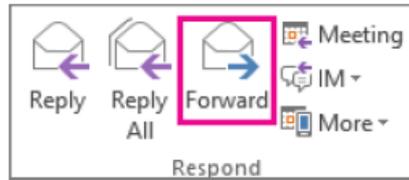
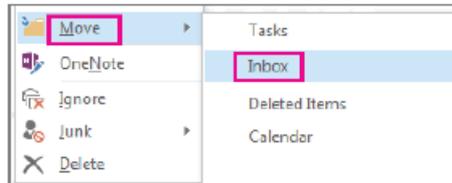- Learn more about this tip: <u>Lotus Notes to Office 365 for Business</u>

Tip 3: How to Delete a Message from Your List

Select the message you want to delete, and then choose **Delete**.

Your message is moved to the **Deleted Items** folder.

- Learn more about this tip: Lotus Notes to Office 365 for Business

Tip 4: How to Restore a Message

In your **Deleted Items** folder, right-click or press and hold the message, and then choose **Move** > **Inbox**.

- Learn more about this tip: [Lotus Notes to Office 365 for Business](#)

Tip 5: How to Create a New Folder

Right-click the **Inbox** folder or a subfolder, or press and hold the folder name. Click **New Folder**, and then type a new name.

▷ **Inbox**

🖵 Open in New Window

Drafts

Sent It 📁 New Folder...
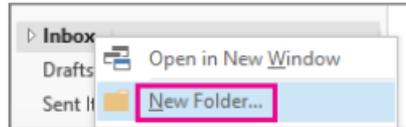
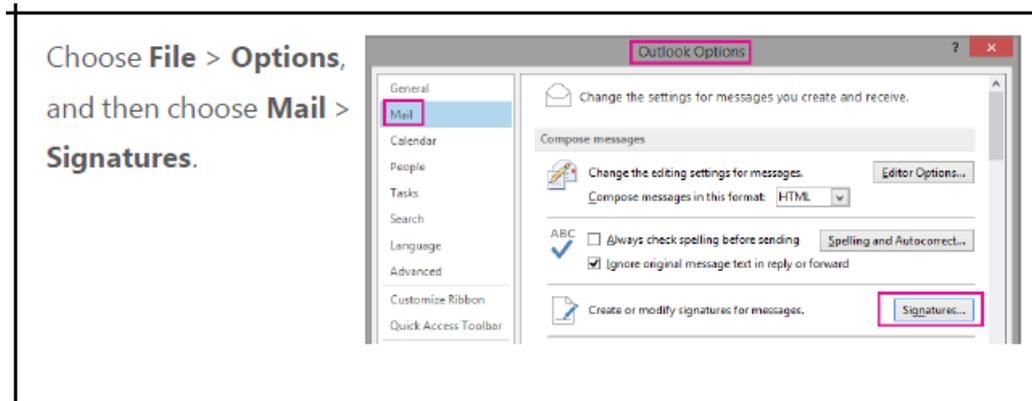- Learn more about this tip: Lotus Notes to Office 365 for Business

Tip 6: How to Create an Out-of-office Message

1. Choose **File** > **Info** > **Automatic Replies**.
2. Choose **Send automatic replies**, enter the dates of your absence, and then type your message.
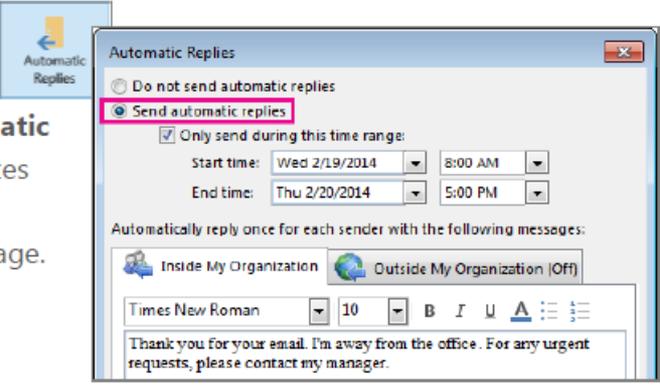
■ Learn more about this tip: Lotus Notes to Office 365 for Business

Tip 7: How to Create an Email Signature

Choose **File** > **Options**, and then choose **Mail** > **Signatures**.

- Learn more about this tip: Lotus Notes to Office 365 for Business

Tip 8: How to Search for Messages in Mail

- Click **App Launcher** ⠿ on the top-left corner

- Choose **Mail**.

- Enter your search key terms in the **Search Mail and People box.**
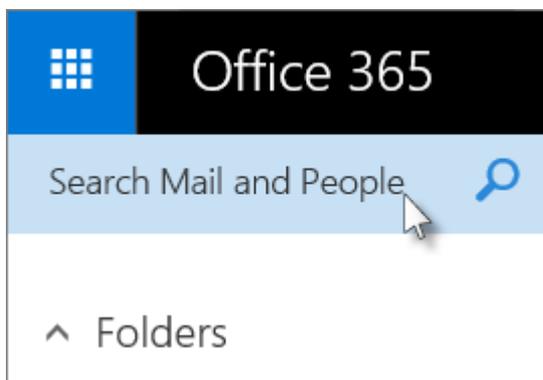
- Press **Enter** to see all the possible results.

- Click **Discard** in the search box to clear all results.

- Learn more about this tip: <u>Search Mail and People in Outlook on the web for business</u>

Tip 9: How to View Important Messages Quickly

- Sign in to **Unite Mail Web App**. (For help, see [Sign in to Outlook on the web](#).)

- Click **App Launcher** ⊞ on the top-left corner.

- Choose **Mail**.

- In your mailbox, **People View** shows all you unread messages from up to five of the people you send email to most.

- Select **More** to see up to five more people. To leave **People View** after viewing more people, select the arrow next to People.

- The list of people refreshes automatically based on activity in your Inbox.

- Learn more about this tip: [People View in Outlook Web App](#)
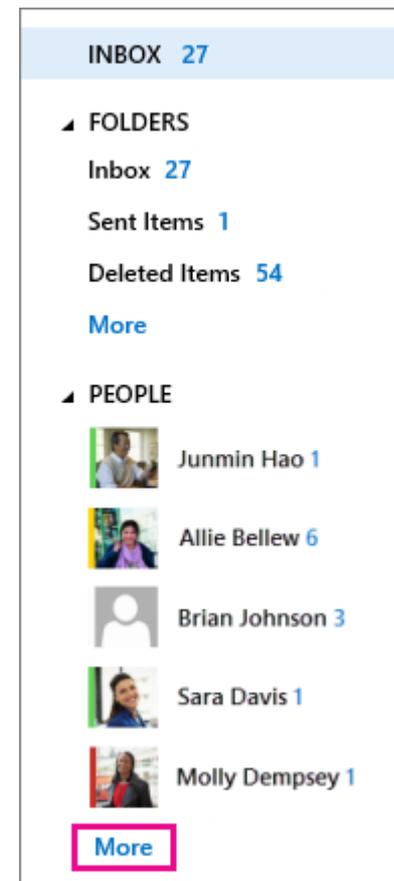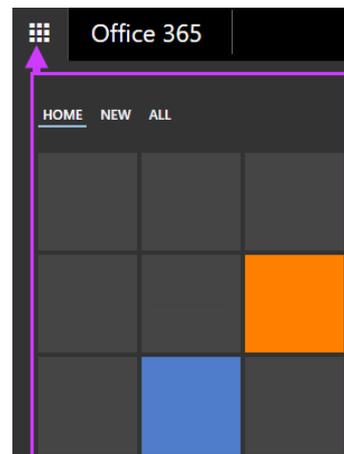
Calendar
Tips & Tricks

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Calendar Tips & Tricks

- Tip 1: How to Search for Events in Your Calendar
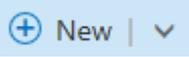- Tip 2: How to Use the Scheduling Assistant to Set Up Meeting

Tip 1: How to Search for Events in Your Calendar

- Select your **Calendar**.

- Type in search key terms in the **Search** box.

- Click the **Search** icon.

- Calendar Search groups results by month and orders them in descending order by date.

- Learn more about this tip:

  [Discover Calendar Search in Outlook Web App](#)
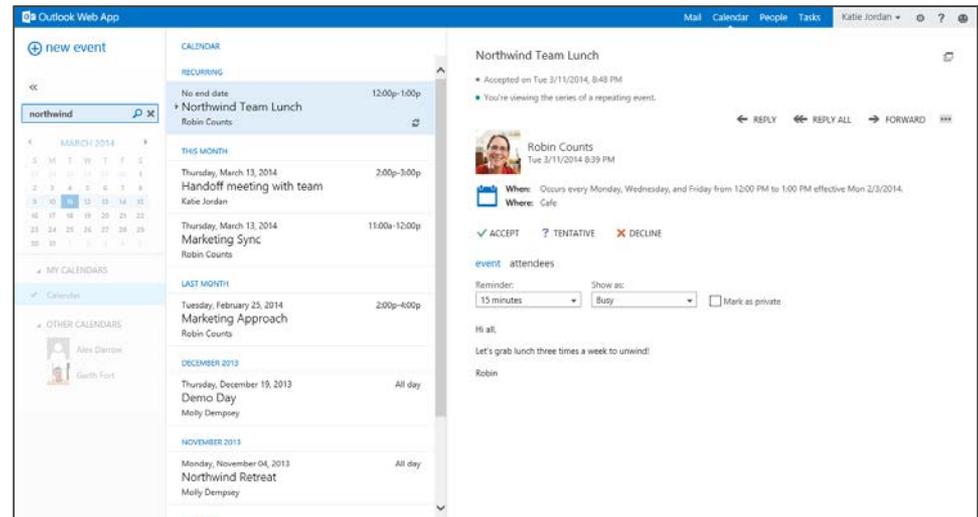
Tip 2: How to Use the Scheduling Assistant to Set Up Meeting

- Choose the down arrow ⊕ New | ∨ on the **Mail** or **Calendar** menu bar.

  - Click **Calendar event**.

  - On the **Details** page for the new event, do one of the following:

    - Add event detail such as title and location, start and end date and times

    - Choose **Scheduling assistant**. 📅

    - Add attendees and add a room, if needed.

Tip 2: How to Use the Scheduling Assistant to Set Up Meeting (cont.)

- Type the name of a person you want to invite to the event in the **Attendees** box

- Choose a name in the list of suggestions that appears below the **Attendees** box, or choose Search Directory.
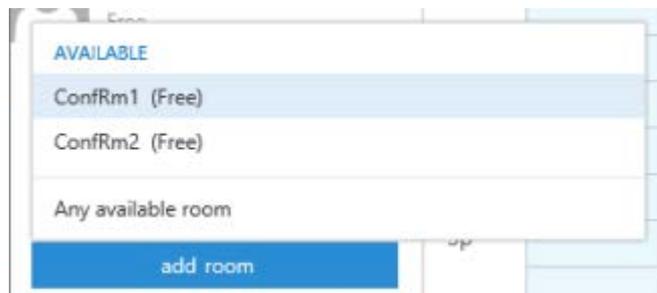
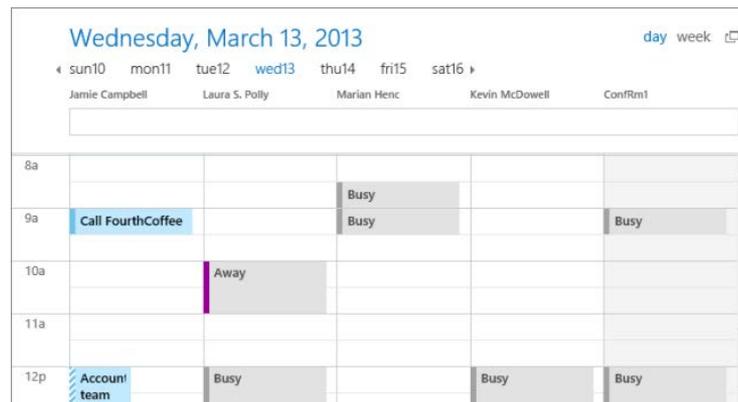# Tip 2: How to Use the Scheduling Assistant to Set Up Meeting (cont.)

- Choose **Add Room**

- Select one of the available rooms in the room list.

- The event information will appear on attendees' calendars.

- Learn more about this tip: Using the Scheduling Assistant in Outlook on the web for business

Contact
Tips & Tricks

unite

Contact Tips & Tricks

- Tip 1: How to Create a Contact

Tip 1: How to Create a Contact

1. Click **New Contact,** in **Contacts**, on the **Home** tab

2. Create a contact from any folder in Outlook, press **CTRL+SHIFT+C**.

3. Enter a name and any other information that you want to include for the contact

Do one of the following:

1. To finish entering contacts
    - On the **Contact** tab, in the **Actions** group
    - Click **Save & Close**.

2. To save this contact and start another
    - Click **Save & New**.

3. To save and enter another contact from the same company or address.
    - Click the down arrow next to **Save & New**
    - Click **Contact from the Same Company**.

Tip 1: How to Create a Contact (cont.)

- To enter **multiple entries** for a field, such as more than one phone number or email address
  - Click the down arrow next to the field.
- To add a photo of your contact
  - Click the photo icon or on the **Contact** tab, in the **Options** group
  - Click **Picture**
  - Click **Add Picture**.

Skype for Business Tips & Tricks

- Tip 1: Which Skype Should I Use?

- Tip 2: How to Find Someone

- Tip 3: How to Add a Contact

- Tip 4: How to View a Contact Card

- Tip 5: How to Create a Group

- Tip 6: How to Send an Instant Message

- Tip 7: How to Add Audio, Video, and Share Files in an IM Conversation

- Tip 8: How to Switch Between Conversations

- Tip 9: How to Find a Previous IM Conversations

Tip 1: Which Skype Should I Use?

Skype for Business

- For connecting with colleagues
- Installed on UN workstations
- Uses @un.org account

Skype

- For connecting with relatives and friends
- Not installed on UN workstations
- Personal screen name

Learn more about this tip: Skype for Business Quick Start Guide

Tip 2: How to Find Someone

- Connect with people in your organization, or with friends who have a Skype account.

  - Type a name in the Search box. As soon as you do, the tabs below the Search field change from this:

Find someone or dial a number				Q
GROUPS	STATUS	RELATIONSHIPS	NEW	👤⁺

    to this:

Fred	✕
MY CONTACTS	SKYPE DIRECTORY

  - If the person is in your organization, stay on the MY CONTACTS tab. If not, click on the SKYPE DIRECTORY tab. It will narrow your search if you know their full name or Skype user name.

Tip 3: How to Add a Contact

- Once you find a person, add them to your Contacts list for quick access.

1. Right-click the name in the search results.

2. Click **Add to Contacts List.**

3. Pick a group to add your new contact to.

- Learn more about this tip: Skype for Business Quick Start Guide
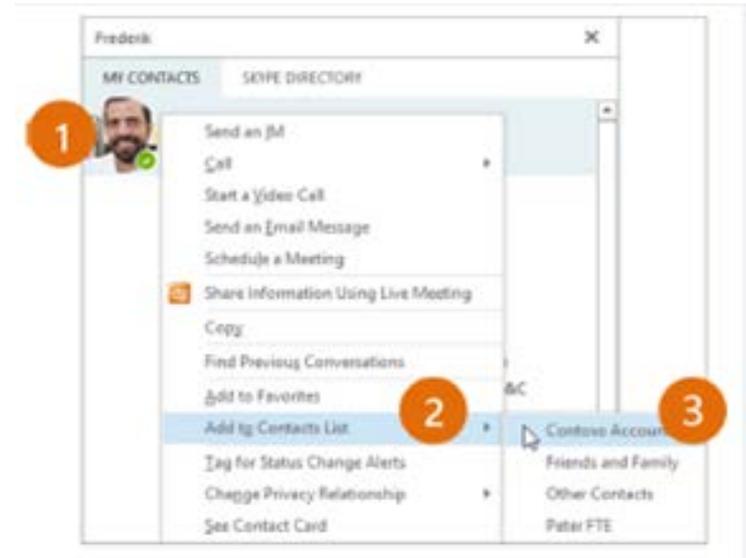
Tip 4: How to View a Contact Card

- Tap a contact picture

- Tap the Contact Card button to open Contact Card
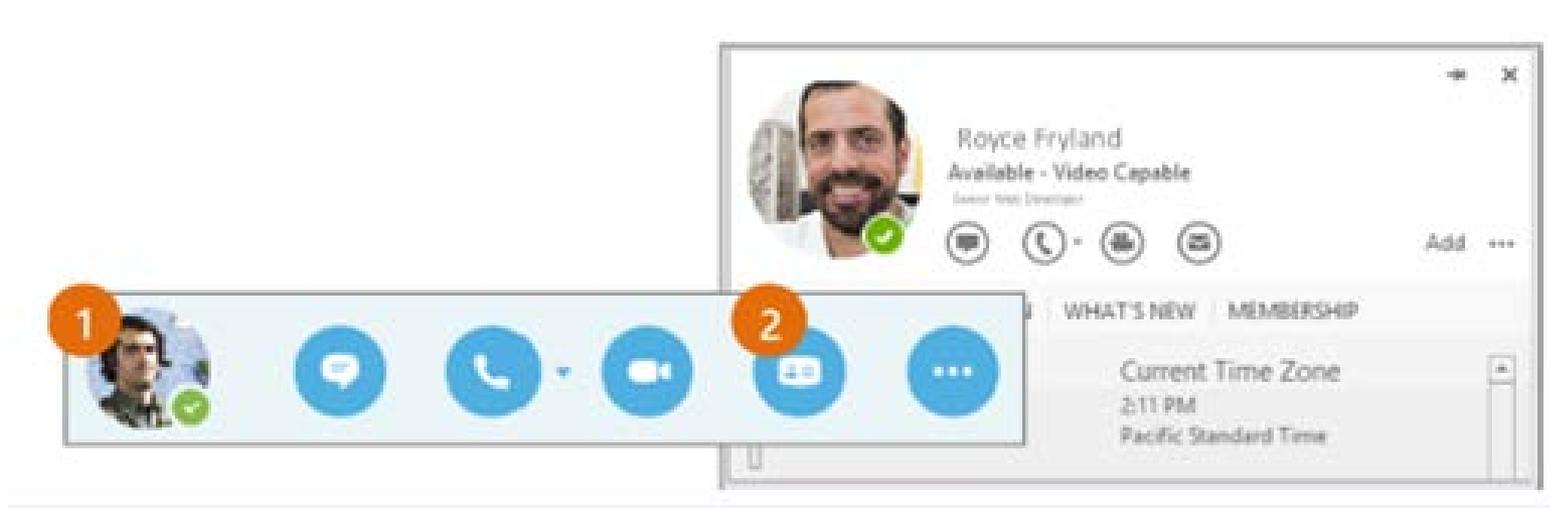
- Learn more about this tip: Skype for Business Quick Start Guide

Tip 5: How to Create a Group

- Set up a group for each team you work with so you quickly see who's available, or communicate with the entire team at once.

  - Click the **Add a Contact** button.

  - Select **Create a New** Group

  - Begin typing your group name
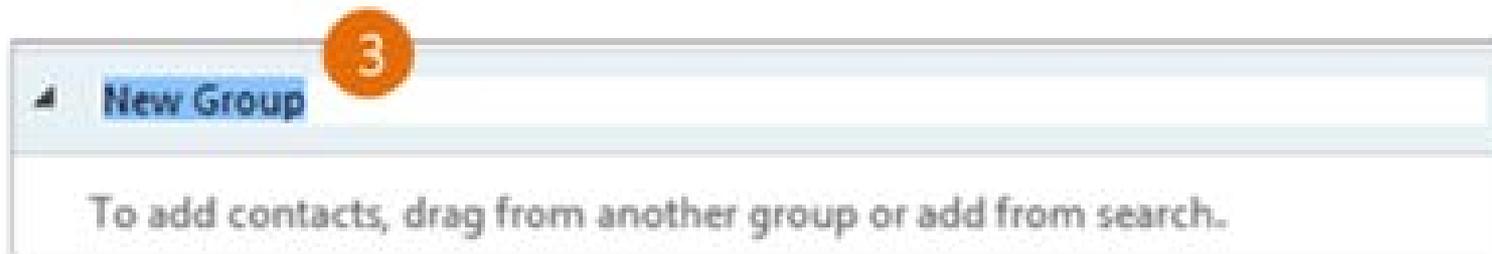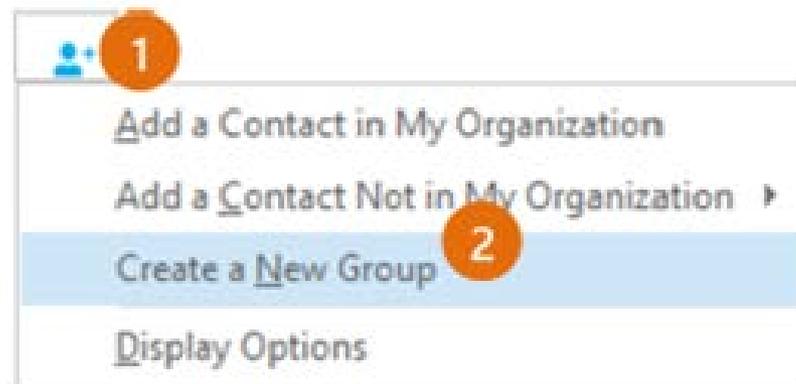
# Tip 6: How to Send an Instant Message (cont.)

- Use instant messaging (IM) to touch base with your contacts right away.
    - In your Contacts list, point to the contact you want to IM. If you want to IM with more than one contact, hold down the Ctrl key and click each contact name.

    - Click the IM button.
    - Type your message and press the Enter key on your keyboard.

Tip 6: How to Send an Instant Message

- Need to add someone to the IM?
  - From the main Skype for Business window, drag a contact pic onto the IM window.
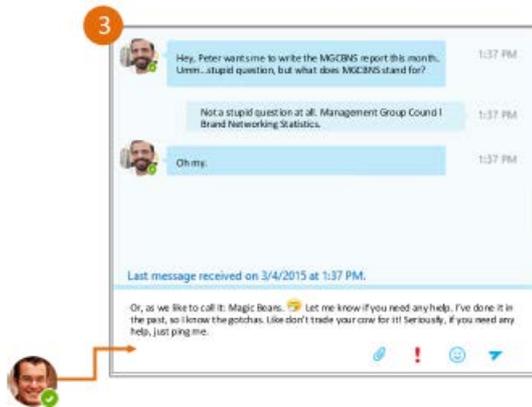
- Learn more about this tip: Skype for Business Quick Start Guide

Tip 7: How to Add Audio, Video, and Share Files in an IM Conversation

- Learn more about this tip: <u>Skype for Business Quick Start Guide</u>

Tip 8: How to Switch Between Conversations

- If you have several conversations or meetings going on at the same time, Skype for Business displays them all in one place, so you can toggle between them.

- Click a tab on the left to view an IM conversation.

- Learn more about this tip: Skype for Business Quick Start Guide
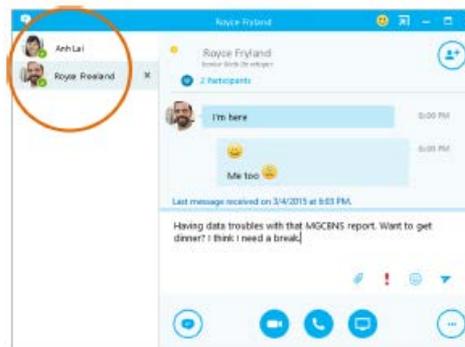
Tip 9: How to Find a Previous IM Conversations

- If you use Outlook and Exchange, Skype for Business automatically saves your IM conversation history. To view or continue a previous IM conversation or see an IM request you missed:

  - Click the Conversations tab.

  - Click the **All** or **Missed** tab. If you don't see the conversation you're looking for, click **View More** in Outlook at the bottom of the list.

  - Double-click the conversation that you want to open.

Thank you for your attention

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