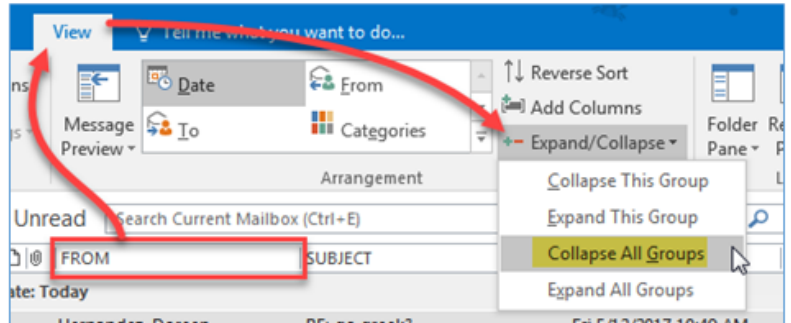


This week's Did You Know:

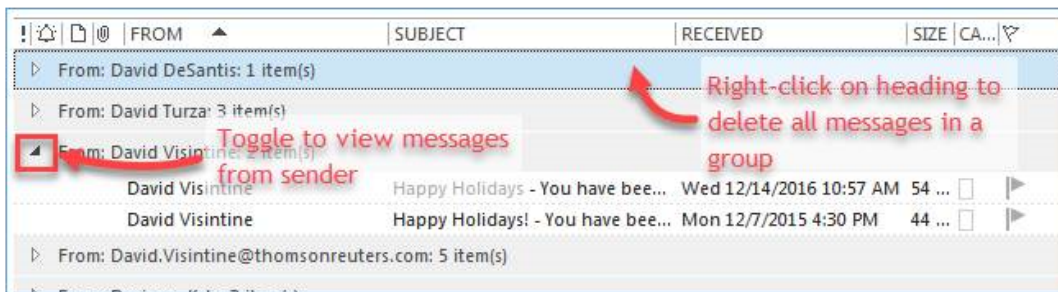
SORTING MAIL IN OUTLOOK

Now that Pitt offers a large amount of space for email, effective organization is more important. An easy way to organize mail in a large inbox or folder is to **sort your mail by sender**, then **collapse** each sender into its own category for easy reorganization and deletion. To sort by sender:

1. In Outlook, click the **FROM** heading in your mailbox
2. Click the **View** tab at the top
3. Click **Expand/Collapse**
4. Choose **Collapse All Groups**



Your mail will now be organized into categories, and ordered by sender. You can **bulk-delete messages** from a specific sender by right-clicking on the sender's name and selecting **Delete**.

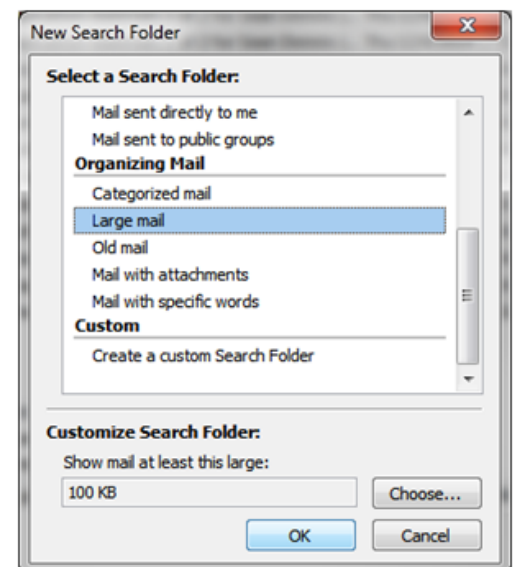


To return to your normal email layout, click on the **Expand/Collapse** button again and select **Expand All Groups**, then click on the **RECEIVED** mail heading in Outlook to sort your mail chronologically.

USING OUTLOOK SEARCH FOLDERS

If you find yourself searching for the same thing over and over in Outlook, such as emails with large attachments, emails to and from a specific person, or emails containing a certain keyword or attachments, you can create a **custom search folder** to remember your search. Once the custom search folder is created, you just need to click once on it to pull up **results from all mailbox folders**. To create a new search folder:

1. In your Outlook folder list, scroll down to **Search Folders**
2. **Right-click** on **Search Folders**
3. Choose **New Search Folder...**
4. Choose the **search folder function**. Things you can look for include:
 - a. **Large mail**
 - b. Mail to and from **specific people**
 - c. Mail flagged for **follow up**
 - d. Mail with certain **keywords**
 - e. Mail with **attachments**
5. Depending on the type of search folder, there will be at least one follow up **question** asking for search details
6. Click **OK**



When you click on the new folder, Outlook will search your whole mailbox for the specified information. Please keep in mind that **searches can take several minutes**. If you have questions about creating search folders, email the help desk at it@katz.pitt.edu, or call 412-648-1601.

And don't forget:

You can borrow our **50/50 vinegar and water solution** to **clean your monitors** – just stop by the help desk at 317 Mervis Hall. When cleaning monitors, **spray the solution on the cloth**, not onto the monitor or screen. Also **avoid using ammonia-based cleaners** on electronic screens.