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According to Sean O'Rourke working with a computer program that seems to malfunction can be frustrating. This concept can be especially true with Microsoft Outlook, which many people depend on for daily email, contacts and calendars. It's often Outlook settings that are designed to help with the organization of messages, such as rules or synchronization with a mobile device, duplicate emails and provide other undesirable results. Before you reinstall Outlook, check the rules, mobile synchronization options, and account settings to make sure your communication settings don't duplicate your emails. Outlook can duplicate messages based on the rules that the user has set up on incoming emails. For example, when multiple rules apply to one incoming email, Outlook will duplicate the message, so it will go to all folders and mailboxes where the rule applies. If you use multiple email accounts through Outlook, make sure each account is individually unique and separate from other accounts. If a user has created multiple aliases for a single mailbox account, they may receive multiple duplicates of emails in a single mailbox. If you reinstall Outlook on your computer, emails, contacts and other files can be duplicated as the program repeats information that is already stored in your inbox or on a mobile device. Duplicate emails may appear in Outlook because the user may be involved in setting up Leave messages on the server. Leave messages on the server forcing the mailbox to download messages from the POP 3 server that stores user Outlook information. The settings can be turned off inside the tools section listed under the accounts. The gHacks blog points to a larger but lesser-known feature in Microsoft Outlook: You can sort multiple columns at the same time as a light trick. All you have to do is hold the Shift key by pressing the column header for one column, and keep holding the key down until you click on the other column. This can be very handy for more advanced fly sorting, for example, you can sort by sender and then by message size to find the largest file from a particular sender. This is one of those tiny but very useful tricks that we love to find. For more information, check out how color code messages are addressed only to you, contact Outlook templates for taskbar for quick access, or read our top 10 Outlook accelerators for many great tips that simplify Email. Email expert Itzy Sabo sets Microsoft Outlook for color code all emails addressed only to him blue,.... Read more in Microsoft Outlook (Image Credit: Microsoft) The functionality to print email in Outlook is similar to printing a Word document. If you need to print a few emails for your record you can do so without opening each letter and going through the printing process through the file menu. But it can only in Outlook, not Outlook. 1) Choose the letters you want to print. (Image credit: Microsoft)2) Click file in bar menu. (Image credit: Microsoft)3) Choose a print to open print options. (Image credit: Microsoft)4) Click on the printer drop-off menu to open the printer settings. (Image credit: Microsoft)5) Select printer. In this example, I chose. (Image credit: Microsoft)6) Click print to print out all selected emails at once. (Image Credit: Microsoft) If the email theme line doesn't contain enough description to determine what the email is about or if the topic field is empty, Microsoft Outlook allows you to edit the subject line and text of the message for the emails you receive. The instructions in this article apply to Outlook for Microsoft 365, Outlook 2019, Outlook 2016, Outlook 2013, and Outlook 2010. You can change the subject line of any message you receive in Outlook. Search for emails with empty theme lines and add a theme to make those emails easier to find. Starting forecast. Double-click the message you want to edit to open the message in a separate window. You can't edit the subject line of the message from the reading panel. Place the cursor in the subject line and tap Ctrl-A on the keyboard to select the entire subject line. Use the subject line you want to use. Select Save in the top left corner of the message box. Close the message window. The new theme line appears in the reading bar. The message shows the original topic of conversation. The Action menu allows you to make changes to the text in the body of the email you receive. Starting forecast. Double-click the message you want to edit to open the message in a separate window. You can't edit the subject line of the message from the reading panel. Select Actions in the Move group. Select the editing message. Make any desired changes to the content of the message. For example, you can add keywords or names that you might want to search later. Select Save in the top left corner of the message box. Close the message window. You can export emails to the PST, OLM or CSV file or back them up to Gmail or to an external hard drive. For PST: Go to the account settings of the account to set up your account for the data (data files) of the Open Folder (or file) location and copy .pst on the drive. This article explains how to export emails to different file formats, as well as how to back up time for Gmail. The instructions in this article apply to Outlook 2019, Outlook 2016, Outlook 2013, Outlook 2010, Outlook for Microsoft 365 and Outlook for Mac After Exporting Outlook Email, Save file on external hard drive or back them back to another app Mail. The steps you take depend on which version of Outlook you want to export emails from and what you want to do with the file when you're done. The Outlook .pst file is a personal storage file containing items such as e-mail, address book, signatures and more. You can back up the .pst file time and transfer it to Outlook on another computer, another version of Outlook, or another operating system. Open Outlook, then go to the File tab and select Info. Select account settings for your account. In the Account Settings conversation field, go to the Data tab or Data Files tab, select the file name or account name, and then select the folder's open location or open file location. In Windows File Explorer, copy .pst anywhere on your computer or any removable storage, such as a flash drive. In Outlook for Mac, you export your email account messages as a .olm file, which is also a storage file that contains items such as emails, contacts, and calendar items. Go to the Tools tab and select Export. In the Export to Archive File (.olm) dialog field, select a postal check box and then select Continue. In the Save archive file (.olm) as a dialog window, select Downloads and then select Save. Outlook starts exporting the file. When the Export Complete message appears, select Completion for exit. Go to the File menu and select Export. Select Outlook for the Mac data file. Select the following types of items, and then select a postal check box. Choose the right arrow to continue. Choose where you want to save the file. Outlook will start exporting. When The Export Complete message arrives, select ready or ready to go. You can export e-mail messages from Outlook to your Gmail account, providing a backup source, as well as the ability to access old emails from anywhere. The trick is to add a Gmail account to Outlook and then copy and paste folders. Set up a Gmail account in Outlook. Open Outlook and select a folder containing email messages you want to export to Gmail, such as your inbox or stored emails. Click Ctrl-A to select all the emails in the folder. Or click and hold Ctrl by selecting every single email you want to send to Gmail. Click the right button anywhere you select emails, point to the move, and then select the other Folder. In the Move Items dialog field, select a Gmail account and then select the folder you want to export your emails to. Or select New to create a new folder in your Gmail account. Choose OK to move your selected emails. Another way to export Outlook emails is to send them to Excel. This creates a spreadsheet with columns such as Theme, Body, Email, and much While you can export Outlook contacts to the CSV file in Outlook for Mac, this option is not available for e-mail messages. Go to the file and choose Open Export. In Outlook 2010, select the Open File. Choose imports/exports. Select Export to File, and then Select Next. Select Microsoft Excel or commas divided values, and then select Next. Choose the email folder from which you want to export messages, and then select Next. Browse folders where you want to save save Emails. Enter the name for the exported file and select OK. Choose the next one, then choose the finish. Once the process is complete, the new Excel file is available for opening. Do you know the difference between lists and contact groups and Microsoft 365 teams? Lists and contract groups send mail, and here's how to use it. Everyone loves a time-saving trick

or two- we all have a few in our bag. For example, multiple recipients may need a contract group or distribution list to send the same email. Instead of entering all of these email addresses manually, you enter only the group name or list. The list is an older technology, but it's essentially the same as the contact group in the new versions. You use both to send emails to multiple people. There's another group though, Microsoft has 365 groups and they're about collaboration. Before we get to the real how-to, we'll discuss the differences briefly. SEE: As Apple users can make the most of the Microsoft 365 at work (TechRepublic Premium) I use Microsoft 365 on Windows 10 64-bit system, but you can use older versions. There is no demo file; You won't need it. This article does not apply to the Mail. Terminology If you've been around a long time, you know that the distribution list is used to send or send the same message to a group of recipients. Group members can be all the people on your project team, all the managers or all the people in your book club. Microsoft 365 fully supports lists, but calls contact groups. The Microsoft 365 groups are different and I don't want you to confuse them. The list of terms and contact group are used interchangeably. Microsoft 365 teams work with members of your own organization. While we're on the subject, there's no difference between Microsoft's 365 teams and Office 365 groups. The first is just a new name for the product. SEE: The top Windows 10 run team (free PDF) (TechRepublic) Outlook in collaboration features are now driving the new features, and that's where lists and groups part. ; The Microsoft 365 teams give you a lot of functionality and options: a shared mailbox, calendar, and collaboration options with SharePoint, OneNote, Teams, Yammer, Planner, and PowerBI. In addition, you can identify Group 365 as public or private: anyone can see conversations in a public group, and anyone can join that group. Private groups are limited to the group and anyone who joins the group needs approval from the group owner. You can't join the distribution list or contact group. You may never need any of the new collaboration options, but you should know that they exist, but have a note in connection with the distribution of lists or contact groups. Now that we have that aside, let's add a new contact group so we can send the same email to multiple people. How to create a contract groupContract groupContract Whether you're creating one for your family or a project at work. Let's create a group that we'll call Softball Team as follows: Click Contacts in the Navigation Bar. Once you're in the Contacts view (window), click the new contact group in the new group on the Home tab. As a result of the dialogue, enter Softball Team into the name control. To add members to the group, click Add Members to the Group members and then choose the right source, Outlook Contacts, Address Book, or new email contact (Figure A). The first two will populate the bottom panel with members in the source. Use email contact if the person is not in the existing source. You can add an email to the group and source at the same time, or you may not add an email address to the source. We will not use this option in our example. Double-click the members you want to add to the Softball Team. This will add them to the Members control at the bottom. When you've added all the members, click OK. Click Save and Close.Figure A Identify a source that contains contacts that you want to add to your Softball Team. Have you ever thought about the various sources (mentioned in step 4)? Most of us have at least two: Contacts and address book. If you work alone, there is no difference if you implement one on purpose. When an organization is on Exchange, the Address Book (usually) contains its own contact information, and Contacts are personal to you, usually containing information about contacts outside your organization. SEE: As we apply both left and right alignment to text without using the table in Word (TechRepublic) At the moment, we have a new contact group called Softball Team. Let's use it to use it. How to use the contract group we talked about in the first part of this article, you can use the group to do many tasks, but we'll send an email - that's what groups and mailing lists have in common. To do this, click the Mail icon in the navigation bar to return to the Mail view. In the new group, click New Email on the Home tab. As a result of the message box, enter s, o, f-as many characters as necessary to force the AutoComplete list to display the Softball Team as shown in Figure B. In my case, I only had to dial s! (AutoComplete won't work if you add members through your email contact option.) Enter the theme, message and click Send. Outlook sends a message to everyone in the group. Figure B Group Softball Team pops up over there you. Now let's say there's a person or two in this group who shouldn't be getting the message. What can you do? Click before you send an email Group Name button in To Control and select the editing contact. This will open the list of participants. Select a participant (s) and click Delete. Then close the conversation and send an email. SEE: How easy it is to switch basic terms of entry and submission in a word Go back to watching Contacts and check out the softball team team. Oh... you've removed this member from the group! Contact editing is a done thing- you can't remove members this way if you're going to also remove them from the group, so be careful! Adding or removing members from an existing list is also easy. Simply open the Softball team contact in the Contacts view, select names, click Delete and Save. Warning When using a contact group created at a local source (contacts, most likely), the group will always expand when you send an email. This means that all recipients will see everyone in the group. Groups created in Exchange Server don't behave like this, but you'll need administrative permission to create a group in Exchange. There's a quick and easy fix for this though. At To, enter your own address or address from which you send group mail. Then type the name of the contract group into Bcc management. If the control is not visible, check it on the View tab. Recipients in Bcc management will receive the same email, but they won't see each other's addresses. Be an insider of your Microsoft company by reading these Windows and Office tips, tricks and cheat sheets. 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