DOWNLOAD PDF OUTLOOK ANNOYANCES

Chapter 1 : Outlook Annoyances | Download eBook PDF/EPUB

Outlook Annoyances is the definitive guide for those who want to customize Microsoft Outlook. It empowers users who want to take full advantage of Outlook to transform it into the useful tool that it was intended to be.

The idea is to prevent proliferation of different versions if several respondents make changes and email them back. It also means that everyone has the latest version. I am not sure. Of course Outlook is meant to give you the choice about whether to send as a link or as a copy, but we all know that busy people just click and expect it to work; they mostly will not think through which method is appropriate in a particular case, or in some cases, even understand the difference. One of the implications of sending links is that the document received may not be what is sent. For example, consider this scenario: Hmm, shall I send the minutes of our last meeting to this person at supplier X? Better check there is nothing sensitive in it. Colleague happens to look at minutes, thinks, why did we not minute our difficulties with supplier X? Adds section of sensitive information and proposal to switch to supplier Y. Person at supplier X receives document â€¦ OK, my scenario is somewhat contrived, but you can see the underlying issue. There is also the question of whether the mechanism behind this feature is really robust. It is not in fact a simple feature. What is meant to happen is that Outlook detects whether your document can be sent as a link, and if it can, interacts with SharePoint to create a magic link with either view or edit permissions. In my experience, it is easy to end up sending an attachment that cannot in fact be accessed by the person at the other end. I have an internal SharePoint and soon figured out that I had to prevent Outlook from sending documents as links. The URL I use for SharePoint internally is not accessible externally, which is perhaps a flaw in my setup, but not one that has ever caused problems before. In any case, I would prefer not to give out any magic links to documents in my SharePoint; it just seems an unnecessary security risk. In the case of Office , note that external sharing may be switched off, in which case links will not work. External sharing may also be disabled for specific sites. Maybe Outlook is smart enough to detect whether or not external sharing is enabled, but if so, this does seem to go wrong sometimes. I have seen cases where users send an attachment link, but the recipient cannot access the document. Another issue is that Outlook does not always offer you the choice of link or attachment. Here is how it is meant to work. In this scenario, you actually end up with a small Word table Outlook messages use the Word editor that cannot be converted into a standard attachment: Note the little icon, an embedded image, which includes a cloud to give you a clue that this is not really attached. It also seems to mess up text formatting; note that my typing is now Times New Roman rather than Calibri. So how do you prevent this behaviour? Given the difficulties it can cause, I thought Outlook might have an option to disable sending attachments as links, or at least to prevent it happening by default. I have not found such an option yet. One point to bear in mind is that in previous versions of Outlook it was not easy to send a document from SharePoint at all, unless you could access it from Windows Explorer. So the dropdown with recently accessed SharePoint and OneDrive documents is new and potentially welcome functionality. Here are a couple of workarounds though. If you format an email as plain text, which you can set as default if you choose, then you will not get the embedded link that cannot be changed. Instead, you will get the dialog with options to link or attach a copy: What if you want Outlook to behave like Outlook and earlier? Well, the Attach File with the dropdown is not customizable directly, but you can add an old-style Attach File button. To do this, start a new email, right-click the toolbar, and click Customize the Ribbon. Right-lick the New Mail Message section on the right, and choose Add new group. Then select the Attach File command on the left, and the new group on the right, and click Add. I have called my new group Custom: The effect is that you now have two Attach File commands, one of which behaves just like Outlook My custom Attach File is on the right in the image above, does not have a drop-down list, and simply selects a file using an insert file dialog. I appreciate that these are workarounds and not complete solutions. Did Microsoft really think through this feature? Why no easy way to disable it? I wish I knew.

Chapter 2 : Outlook Annoyances by Lee Hudspeth

First, slim down your www.nxgvision.com file, as we recommend in Annoyance No. 2. That by itself will do a world of good. Then make sure that Outlook has the latest patches, via Windows Updates.

The Start menu is full of games like Candy Crush, advertisements are all over the place, and useless icons like People litter the taskbar. The app will vanish until the next time you set up a new PC. To remove useless icons from your taskbar, just right-click them and use the options in the context menu. Even after hiding Cortana from the taskbar, you can still search with Cortana by opening your Start menu and typing. You can make these tiles larger or smaller by right-clicking them and selecting Resize, too. You can even resize your start menu to make it larger or smaller—just position your mouse over one of the edges or the top right corner and click and drag the start menu to enlarge or shrink it. You probably want to use Google and the Google Chrome web browser. To use Google as your default search engine in Microsoft Edge , first visit Google. Cortana will still continue to search with Bing in Edge by default, even if your default search engine is Google and your default browser is Chrome. You can install the EdgeDeflector tool to force Cortana to search with Google—or just not use Cortana for web searches. On metered connections, Windows 10 will ask you for permission before downloading updates. You can also tell Windows not to install updates during certain hours. This can potentially slow down your connection, and it will waste your limited bandwidth if your internet service provider imposes a bandwidth cap on you, as many now do. All so Microsoft can save money on its bandwidth bills. You can also select any accent color you like from here. By default, Windows will automatically select one that matches your desktop background. If you use a Microsoft account to sign into multiple Windows 10 PCs, Windows syncs many of your personalization settings by default. So, for example, if you turn title bar colors on or off on one PC, that setting will get synced to your other PCs. If you use a Microsoft account to sign into multiple Windows 10 PCs, Windows syncs your Ease of Access settings and many other settings by default. So, for example, if you turn the Sticky Keys shortcut on or off on one PC, that setting will get synced to your other PCs. The lock screen shows a nice-looking background image, and you can have Windows apps display information like the weather and any new emails you have on it. However, for many people, the lock screen is useless and just something to swipe away before you sign in. If you never want to see the lock screen, you can disable the lock screen via the Registry and have Windows go straight to the sign-in screen when it boots or resumes from sleep. Windows 10 offers a one-click switch that disables all notifications , and you can also disable notifications for individual applications to prevent them from annoying you. This will affect every single application that uses standard Windows desktop notifications, including traditional Windows desktop applications. They make your PC take longer to boot, and they can also waste CPU and memory while running in the background. Even if your PC boots fast and runs well, startup programs can quickly clutter your notification area. How many Windows users actually work with 3D objects enough to need this folder? We know Microsoft is trying to push Paint 3D , but come on. Your PC will still work normally, but it will send less data to Microsoft. We think most people will be happier with a Microsoft account, but you can switch to a local user account if you prefer that. This will be a constant battle.

Chapter 3 : News, Tips, and Advice for Technology Professionals - TechRepublic

With Outlook as your personal information manager or PIM, your productivity can s And as part of the Microsoft Office suite, it integrates with the other Office applications, like Word and Excel. With Outlook as your personal information manager or PIM, your productivity can skyrocket.

The 10 biggest annoyances in Outlook We show you how to get round them Preston Gralla Computerworld 23 April, Microsoft has often been accused of overburdening its Office applications with more features and menus than anyone could possibly use and in Outlook this is very much the case. It has countless features, ranging from email gathering to calendaring, contact tracking, to-do list creation and more, but the result is a tendency towards bloat, sluggishness and unreliability. But rather than stewing about its failings, we decided to address some of those that most bedevil Outlook users. So whether you hate Outlook, love it or fall somewhere in between, read on to find fixes to some of the most common problems that drive Outlook users off the deep end. Ready for the roster? Here it is, in rough order from most to least annoying. Outlook is too slow. How can I speed it up? Outlook sometimes seems to have three speeds: There must be some way to goose this thing. First, slim down your Outlook. That by itself will do a world of good. Then make sure Outlook has the latest patches via Windows Updates. Update for Outlook KB The patch is designed to speed up Outlook when using large. In fact, they report that installing that patch alone solved their speed problems. Quite a few people have reported that iTunes installs an Outlook add-in - though for what purpose is unclear - and that deleting it speeds up Outlook. And some people have reported that Windows XP Fax Services causes their version of Outlook to behave sluggishly for whatever reason. Along the same lines, a number of users say the Business Contact Manager seriously slows down Outlook , so if you have that installed, try uninstalling it using the same procedure. Finally, check your RSS feeds. It comes preconfigured to receive a number of feeds that you may or may not want to receive. And over time, you may have subscribed to feeds you no longer read. Scroll through your list of feeds. For the ones you no longer want, highlight them and select Remove. Among other problems, this slows down the speed at which Outlook loads and can lead to instability. First, find out where the fat is. Find it underneath Search Folders in your list of Outlook folders. As the name implies, it lists all email messages that are larger than KB. By default, they should be listed with the largest files first, but if not, click the Size heading in the folder until you get them listed that way. Now that you can see the largest emails, start trimming. If the opposite is true - you want to save the email but not its attachment - you can save space by either saving the attachment outside of Outlook or deleting it altogether. First, save the attachment to disk. Then open the email, right-click the attachment and choose Remove. The attachment will be deleted from Outlook, but the email itself will remain. The attachment problem in Outlook is so notorious that a third party has stepped in with a solution that helps you cut down the size of your. The free Kopf Outlook Attachment Remover saves attachments from Outlook, stores them on your local disk and replaces the attachments with a link to the stored file. You can have the program automatically go through entire directories, removing attachments and replacing them with links, or you can instead do it email by email. But the file is actually on disk, not in Outlook. Outlook includes another tool for shrinking the size of your. There will be a list of folders, along with the total size of each folder. After you find the largest folders, go back to the Outlook main screen and tackle those first, searching for unnecessary emails and attachments and deleting them. Normally, when you delete files and attachments, there are essentially blank spaces left in your. Compacting the file eliminates those blank spaces and shrinks the total size of the file. All of your mail, contacts, attachments, calendar information and so on - pretty much the whole Outlook data shebang â€" is stored in a single. You often need to know where that file is located if you want to, for example, back it up or move it between machines. But Microsoft has a penchant for changing the. In addition to the. You often want to know their locations as well. Outlook generally stores its. Look for the Personal Folders listing for your Outlook. That means for every email you get, you can see a quick history of all of your previous email exchanges with the sender, a tremendous timesaver when you want to review your communications with someone. Xobni also lets you review all of the emails in the sidebar itself by clicking on any of them, and it

shows the emails as threaded conversations so you can trace their history. You can, for example, even see the median time it takes you to respond to individuals, to individuals in a domain Get it to cut through your Outlook email and information overload. Outlook crashes constantly Sometimes it seems as if Outlook crashes more than it actually runs. So your best bet for stopping crashes is to first figure out which Outlook add-in or add-ins might be causing the crashes and then delete them. One good way to find out if add-ins are the culprit of crashes is to first run Outlook in safe mode and see if it crashes. Run Outlook in safe mode by going to a command prompt, navigating to the directory that contains Outlook. That runs Outlook without any add-ins. Start by discovering which add-ins you have installed. Those add-ins that are active have check marks next to them; those without check marks are inactive. Uncheck the box of the add-in that you think might be causing the problem, click OK, and then close and restart Outlook. Outlook will now run, but the add-in will be inactive. You can keep running Outlook with the add-in inactive or instead remove it from your system. To remove those, get back to the screen you used for disabling add-ins. Highlight the add-in you want to remove and click Remove. Click it, and it goes away immediately. What can you do? First off, prevention is better than recovery. Open Windows Explorer, navigate to the location of your. Make sure you back up the. Now on to fixing the corrupt file. The file name is Scanpst. Before running the program, back up your damaged. Then run the program, choose your. The program should fix the corrupt file. If not, try using it three or four times; sometimes it takes several passes in order to fix the file. A Google search will turn up several if you want to go down that path. How can I kill duplicate Outlook entries? In Outlook, duplicate emails, contacts, tasks, notes and other information have an annoying habit of appearing out of the blue. Sometimes this happens when you import data from an earlier version of Outlook. Once again, a third party has stepped up to the plate with a solution. At that point, it copies the duplicated items to a folder, so you have a backup, and removes the duplicates from Outlook. Then you can use Outlook on your laptop as you would normally. When you return, copy the. Get a program that will automatically synchronise your Outlook data between PCs. I found two good pieces of software that do the trick. SynchPST for Outlook and PSTSync both do similar tasks and come with extras, like the ability to copy and synchronise only individual folders instead of entire. People complain my emails have weird characters and spaces in them Outlook uses Microsoft Word as its mail editor. That way, only that message will be created using plain text; all others will still use HTML. There is a way to use HTML for your messages and turn off smart quotes at the same time. Click OK, and keep clicking OK until the dialog boxes go away. Is there any way it can be done more simply? On the screen that appears, type in your name, Gmail email address and your password in the appropriate boxes. For Incoming mail server, enter pop. In the meantime, Microsoft Office continues to dominate in corporate environments, which means workers must find ways to make peace with Outlook. ABN 14 Reproduction in whole or in part in any form or medium without express written permission of IDG Communications is prohibited.

Chapter 4 : How to Fix All of Windows 10â€™s Annoyances

A recent "Top 10 Outlook Annoyances" article in ComputerWorld listed the author's top 10 annoyances and in my opinion, some of the solutions weren't the best way to address the problem. Several of the problems are caused by add-ins, not Outlook.

My Outlook Annoyances My annoyances are really feature requests and are based on both my experience and the complaints I heard from users, in no particular order of importance: We get a lot of questions about this, especially at the end of months that fill 6 calendar weeks. Some users want "this week" to always be the first row, others want it to always be the second row. Microsoft gets enough requests for this that if they could make it work, it would be added. Instead, they fixed the monthly views in Outlook so the full month fills the screen. Now, instead of displaying five weeks for every month, Outlook displays the full month using 4, 5, or 6 weeks as needed. There are some issues with screen drawing as you move through months, these are fixed in a future update. If I had a dime for every person who asked if tasks could be nested, linked or prioritized, I would retire and move to somewhere warm and sunny, where it never snows. Printing calendars Most printing issues are bugs, not annoyances and in many cases, it worked "as expected" in older versions. Printing options seem to get worse with each version of Outlook. The environmentalist in me says "Stop printing and save a few trees. Microsoft released the Calendar Printing Assistant to address users complaints. You can find links to this and other utilities at Calendar Printing Tools for Outlook. The Word templates are worth a try. Groupwise allows users to select random dates and create a recurring appointment. Outlook makes you use a specific pattern: There is an add-in, WS. Repeat Appointment, you can use. Wildcard and regular expressions in Rules Wizard This is a popular request. Fortunately Outlook is extensible and there are several add-ins that do make it easier to find and manage messages. See Search Tools for Personal Use for search tools. This one is pretty much self-explanatory: Several of the problems are caused by add-ins, not Outlook. Outlook is too darn slow Yes, Outlook is too slow for some users. Users who upgraded to Outlook and kept their profile and PST may experience slowness. We recommend a new profile but it may help to delete 4 files: Outlook will recreate these files as needed. For more information see Outlook is very slow RSS feeds and Internet calendars appear to slow Outlook down because they begin updating. This is especially true if you subscribe to a lot of RSS feeds or a few very busy feeds. Other add-ins can also cause problems. Attachments make Outlook massively bloated Massively bloated? What will help Outlook feel faster is keeping fewer messages in the Inbox. Keep it simple and use a limited number of folders. I usually have between and messages in my Inbox and Outlook is very snappy. If you really want to remove attachments from messages, there are a number of utilities available or you can roll your own solution using VBA. A list of utilities that do this and more are available at https: Sample VBA code and instructions are at https: Unless you moved the PSTs, they will all be in this folder. For more information, see: Where Are My Files? If you need more powerful searching, there are several search tools available, from Google Desktop Search to add-ins made specifically for Outlook. My preference is to keep all mail in my Inbox until I mark it complete. Since Outlook only runs rules as the messages arrives, I use Auto-Mate to move the completed messages later. See Search Tools for Personal Use for other search tools. Outlook crashes constantly If Outlook is crashing constantly, something is wrong with your system. Always, always send the crash reports to Microsoft when asked. This will help them to identify and fix problems, including problems with third party add-ins. This loads Outlook without add-ins so you can verify the problem is with the add-ins. One cause of this dialog is closing Outlook while something is still accessing Outlook data. This is often software that syncs Outlook with handheld devices, but shutting down Windows without closing Outlook may also cause it, as will scanning the PST with an antivirus scanner. Close all utilities that are using Outlook data and stop syncing before you close Outlook. A few years ago a popular Office author frequently recommended making a new PST every 6 months and importing the contents of the old PST, to prevent corruption. This was bad advice then and now. It also causes you to lose hidden items, like custom forms. Again, if the PST is corrupt, making a new one is not the answer - you need to identify the cause. You can check this by looking for outlook. The most common cause is a poorly written add-in. EXE

continues running after you exit Outlook for more information. Duplicate entries appear out of the blue Rarely does anything happen "out of the blue". Quite a few people end up with duplicates when they decide to import mail from their archives, rather than just opening the archive in Outlook. My record for duplicate email was 99 messages each of some messages. Back in the days of dialup, I had Outlook set to check for new mail every 3 minutes and left the office. The cause was two-fold: Outlook kept trying to restart the download before it marked messages as previously downloaded. If duplicates are a problem for you, there are a number of utilities available that cam identify and remove duplicates, many work on all folders but a few are folder-specific. Syncing Outlook on multiple PCs is tough The ability to sync your data with two computers or share it with others is a major annoyance for many Outlook users. Exchange server users have it easy - Exchange server makes it easy to share Outlook data with other users at your organization and view your email and calendar on other computers. As long as you have a web browser, you can use OWA to view your mailbox. POP3 users can leave mail on the server and download it on each computer or move the PST between computers but each method leaves a lot to be desired. The best solution for email, if your provider offers it, is an IMAP account. Recipients see e-mails with weird characters There are occasional problems with font encodings. You can spend hours designing a perfectly formatted message in Outlook, but it may look totally different on my Blackberry, in OWA, Gmail or Yahoo mail clients. In many ways, gmail gets it right but the "right way" not the way most users are used to. Outlook Annoyances was last modified: February 8th, by Diane Poremsky.

Chapter 5 : Outlook annoyances : Leonhard, Woody : Free Download, Borrow, and Streaming : Internet Ar

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Less You can keep unwanted conversations out of your Inbox by using the Ignore Conversation feature. Ignore Conversation removes all messages related to the conversation that you select, and moves future messages in the conversation directly to your Deleted Items folder. What is a Conversation? You might know a Conversation by the term email thread. A Conversation is the complete chain of email messages from the first message through all responses. The messages of a Conversation have the same subject. For example, when you send a message to someone and then they reply a Conversation results. In many Conversations, there might be many replies back and forth, or even multiple people all replying to parts of the Conversation. In the message list, click the conversation or any message within the conversation that you want to ignore. On the Home tab, in the Delete group, click Ignore. If you are working from an open message, on the Message tab, in the Delete group, click Ignore. The Ignore Conversation command in step 3 appears in the Ignore Conversation dialog box. To stop ignoring a conversation, do the following: You can only recover an ignored conversation if it is still available in the Deleted Items folder. In the Deleted Items folder, click the conversation that you want to recover, or any message within that conversation. By default, the Deleted Items folder is arranged by date. To change to Conversation view, click Arrange By, and then click Conversation. Click Stop Ignoring Conversation. The conversation is moved back to your Inbox. Future messages are delivered to your Inbox.

Chapter 6 : Outlook attachment mysteries and annoyances | Tim Anderson's IT Writing

Managing Email: Two Outlook annoyances you can eliminate quickly by Bharat Suneja Regardless of the obituaries of email being written, published and shared everyday in the media, let's admit that far from dying, email is not going away anytime soon.

Chapter 7 : Outlook annoyances | 43 Folders

Click OK.; Test a hyperlink in Outlook to see if the web page opens in Internet Explorer. Note: After you've tested your hyperlinks, you might want to go back and change your default browser if you used something other than Internet Explorer.

Chapter 8 : Excel Annoyances [Book]

â€¢ You'll have better luck if Outlook is the active application when you drag. That is, to drag a file from the Finder to Outlook, first click on the message in Outlook.

Chapter 9 : PC Annoyances - O'Reilly Media

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