

# 1 CheatSheet: Mailing - Outlook, Gmail

## TOOLS

- PDF Link: [cheatsheet-outlook-A4.pdf](#), Category: Tools
- Blog URL: <https://cheatsheet.dennyzhang.com/cheatsheet-outlook-A4>
- Related posts: Prometheus CheatSheet, Nagios CheatSheet, [#denny-cheatsheets](#)

File me Issues or star this repo.

## 1.1 Outlook Basic

Name	Summary
Delete an Address From the Outlook Autocomplete List	Create a new email message -> To -> Choose delete
Outlook out of office message	<b>Tool -&gt; Out of Office</b>
Outlook out of office message templates	Github Link
Define inbox rules for outlook emails	Create/goto folder, check <b>Rules</b> from sub-menu
Outlook apply rule to past messages	

## 1.2 Gmail

Name	Summary
Filter gmail into different labels	Link: How to Create Folders in Gmail

## 1.3 More Resources

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