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	`Tool -> Out of Office`
Outlook out of office message templates	Github Link
Define inbox rules for outlook emails	Create/goto folder, check **Rules** 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 Zoom

Name	Summary
Zoom change virtual background	

1.4 More Resources

License: Code is licensed under MIT License.