



Email Organization

Microsoft Outlook 2010 Tips
December 2013

Imagination at work.

GE Transportation

Overview

1. Space
2. Rules
3. Inbox Zero



Space and Memory

What Is a .pst file?

- PST stands for Personal Storage Table
- Rather than maxing out your inbox. Save all of your Outlook items to a PST folder right on your computer.

What is taking up all my space?

- Too many emails with attachments generally consume an inbox's space
- Search Tab > Has Attachments > Arrange By: Size

Creating a .pst file.

- File > Account Settings > Data Files > Add

Emptying deleted items.

- When you delete an item it is sent to the deleted items folder
- To free up space, permanently delete the items in that folder



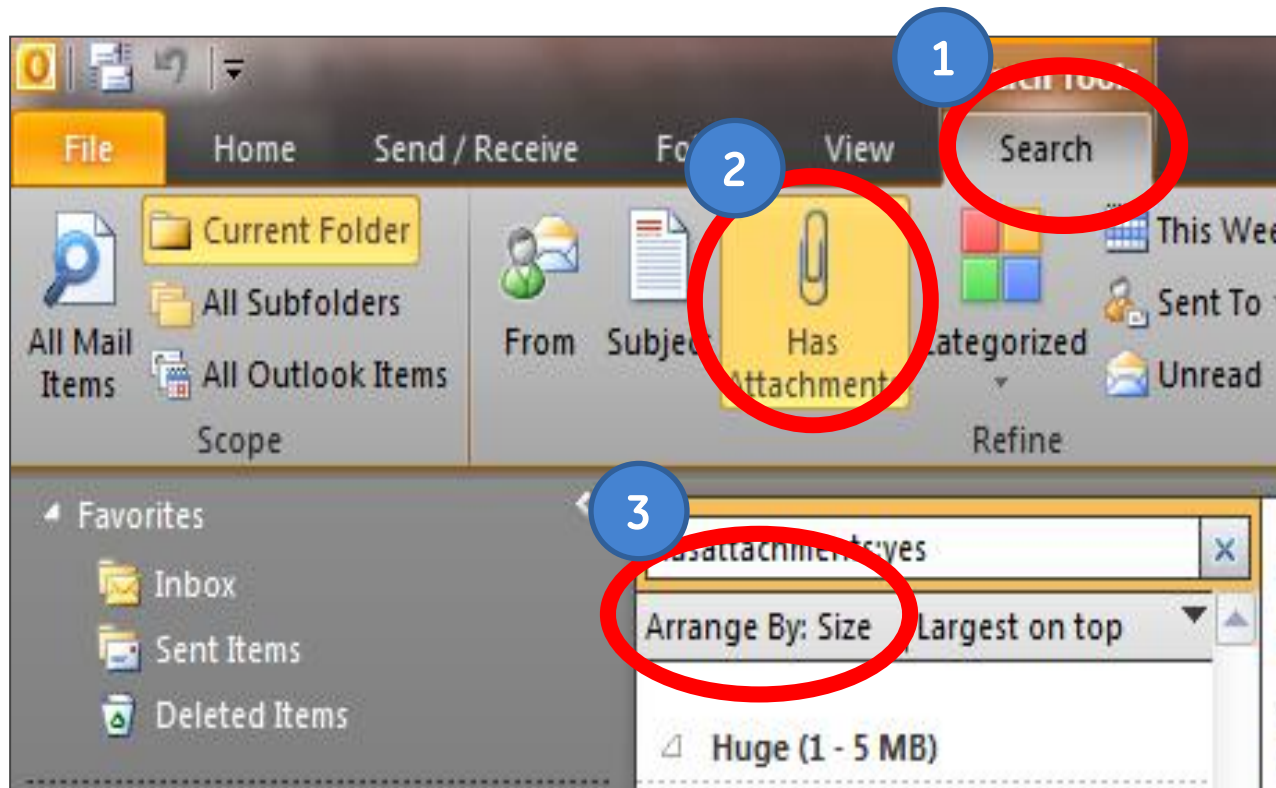
Creating a .pst File

The image shows three overlapping windows from Microsoft Outlook. The background window is the 'Account Settings' dialog, with the 'Data Files' tab selected. A red circle and the number '1' highlight the 'Add...' button in the 'Data Files' list. The middle window is the 'Create or Open Outlook Data File' dialog, with a red circle and the number '2' highlighting the 'Add...' button in the 'Data Files' list. The foreground window is the 'Create or Open Outlook Data File' dialog, with a red circle and the number '3' highlighting the 'File name' field, which contains 'My Outlook Data File.pst'.

1. Under file tab, select "Account Settings"
2. In Data Files tab, click "Add"
3. Name and save file as .pst



Searching by Attachments



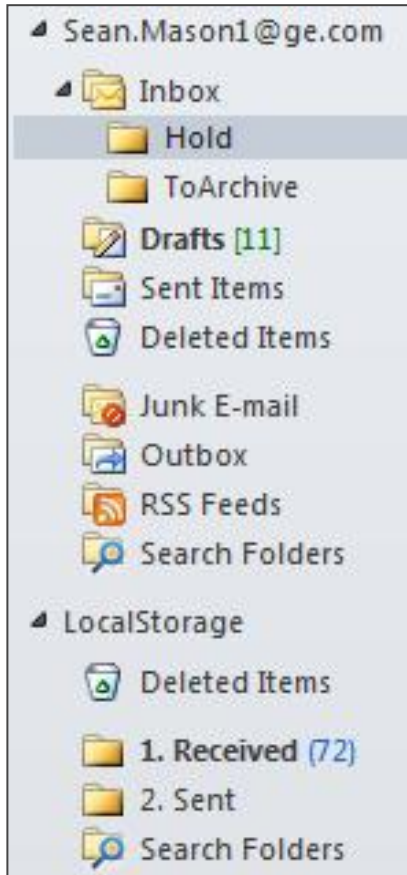
Put your cursor into the search box and follow directions below.

1. Select Search
2. Choose "Has Attachment"
3. Click "Arrange By" and select "Size"
4. Delete or move biggest files to .pst



Inbox Zero

"An email management approach aimed at keeping the inbox empty or close to empty"



Folders

- **Inbox:** Only actionable items and meetings
- **Hold:** Travel info, news articles and for reference
- **To Archive:** When on mobile device move emails to this folder to move to local storage

Local Storage (.pst)

- **Received:** All emails eventually end up here in your local storage
- **Sent:** All sent emails – periodically saved here to save memory

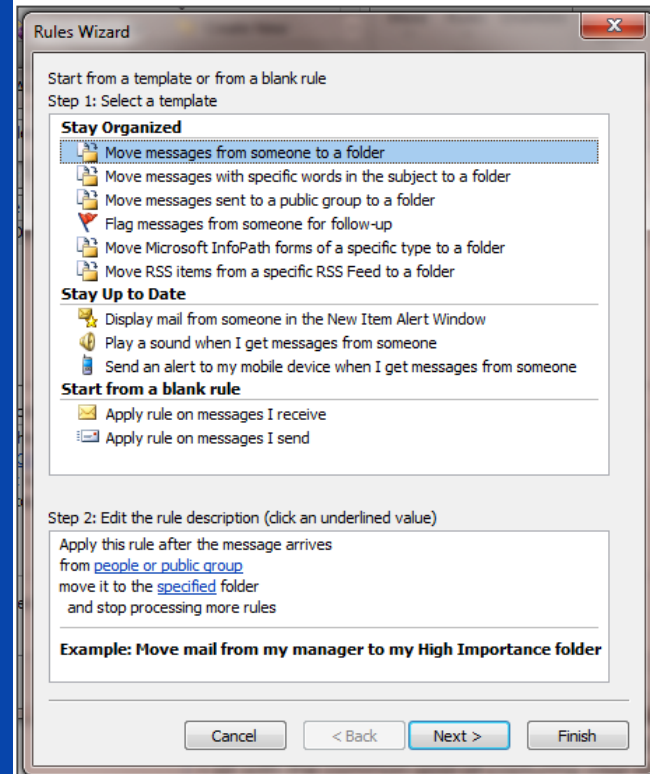
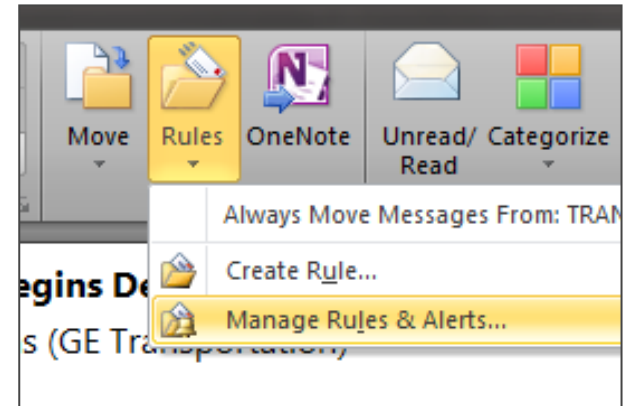


Rules

A rule is an action that Microsoft Outlook takes automatically on an arriving or sent message that meets the conditions that you specify in the rule

Navigate to “Manage Rules & Alerts” to create custom rules

The Rules Wizard will guide you through creating rules





Email Functionality

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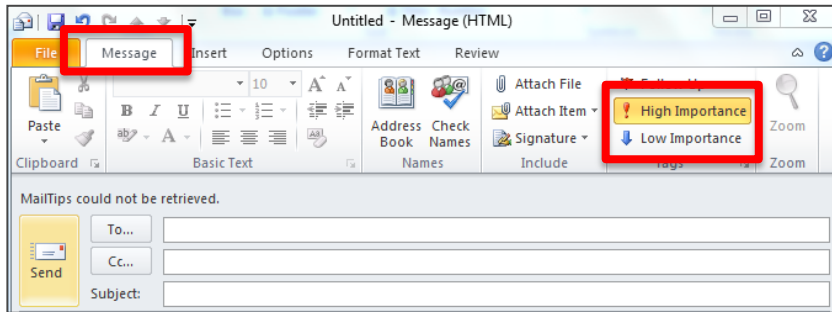
Overview

1. Flagging Functionality
2. Email signatures
3. Search email
4. OneNote Integrations
5. Create DL
6. GAL searches
7. Keyboard Shortcuts

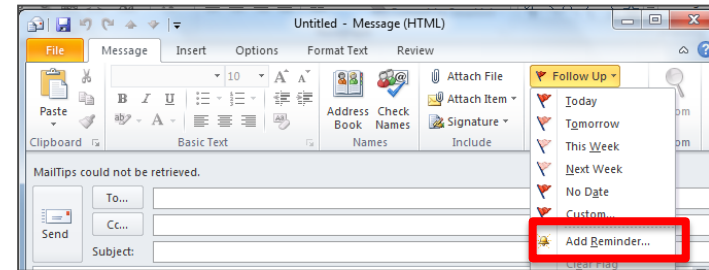


Flagging Functionality

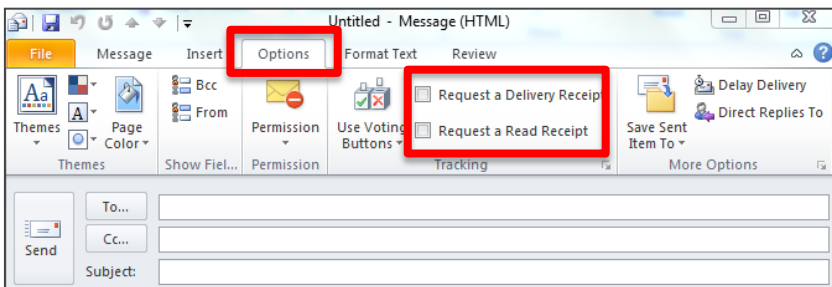
Send a message with high or low importance



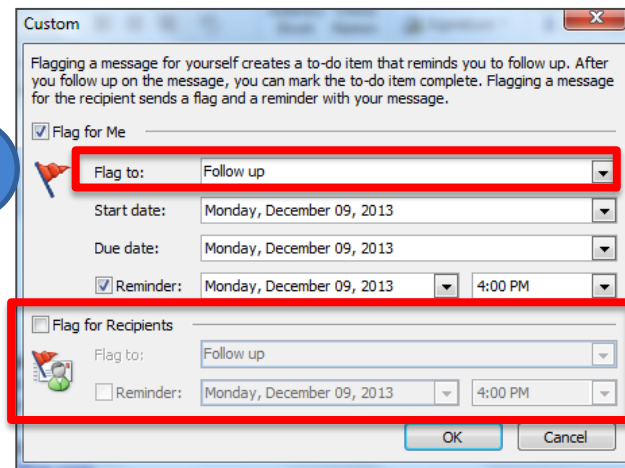
Flag for 1. you or 2. recipients to follow up with reminder



Request a delivery or read receipt

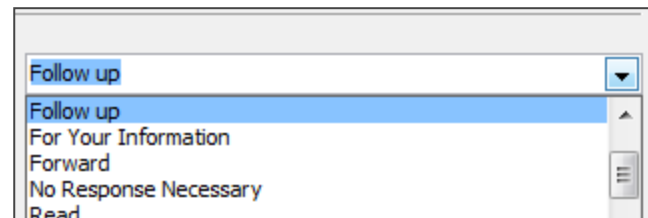
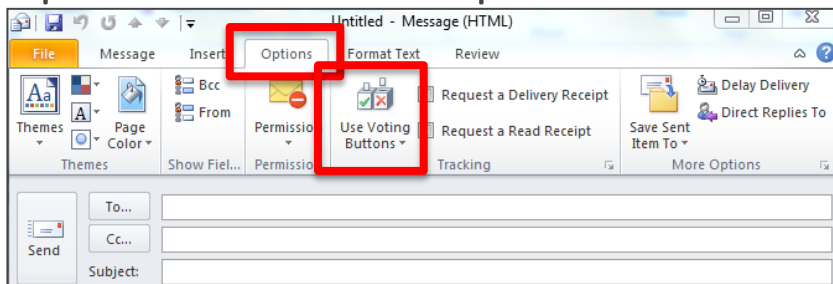


1



2

Request a vote from recipient




Email Signatures

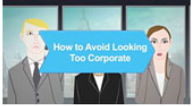
1. Go to brand.ge.com
2. Click Email Signatures
3. Format signature per guidelines

Notes


- Use Arial font (not GE Inspira)
- Use the [Email Signature Tool](#)
- Review the detailed [Guidelines](#)


imagination at work
Brand Central


1
our brand
brand essentials
guidelines
community
downloads
brand in motion



How to Avoid Looking Too Corporate



How Not to Use the GE Monogram



Brand

A fresh new
how our br
reflect a m

Download
and read a

Strategic

- Acquisitions
- Joint Ventures
- Dealers, Distributors, Partners and Suppliers
- Divestitures
- Legal Language
- Naming

Marketing Communications

- Brochures
- Print Advertising
- Writing Guidelines

Digital

- Digital Signs
- Email Banners**
- Email Signatures
- Newsletters
- Online Advertising
- Mobile Application Displays

Environments

- Backdrops for Public Speaking
- Environmental Graphics
- Flags
- Signage
- Tradeshows

Other Applications

- Direct Marketing
- ecomagination
- healthymagination
- Fleet
- Olympic Games
- Packaging
- Promotional Items
- Security Badges
- Stationery
- Trademark Licensing
- Determine the Brand Strategy

2

Jane Smith

Title

Solution Platform *Optional*

GE Level 1 Business *Level 1 Business Optional*

Level 2 Business *Optional*

T +1 203 567 8910

M +1 203 567 8911 *Optional*

F +1 203 567 8912 *Optional*

jane.smith@ge.com

www.ge.com *Optional*

1234 Address Street

City, State/Province Postal Code Country

Legal Entity Name *Only if legally required in your region.*

GE imagination at work

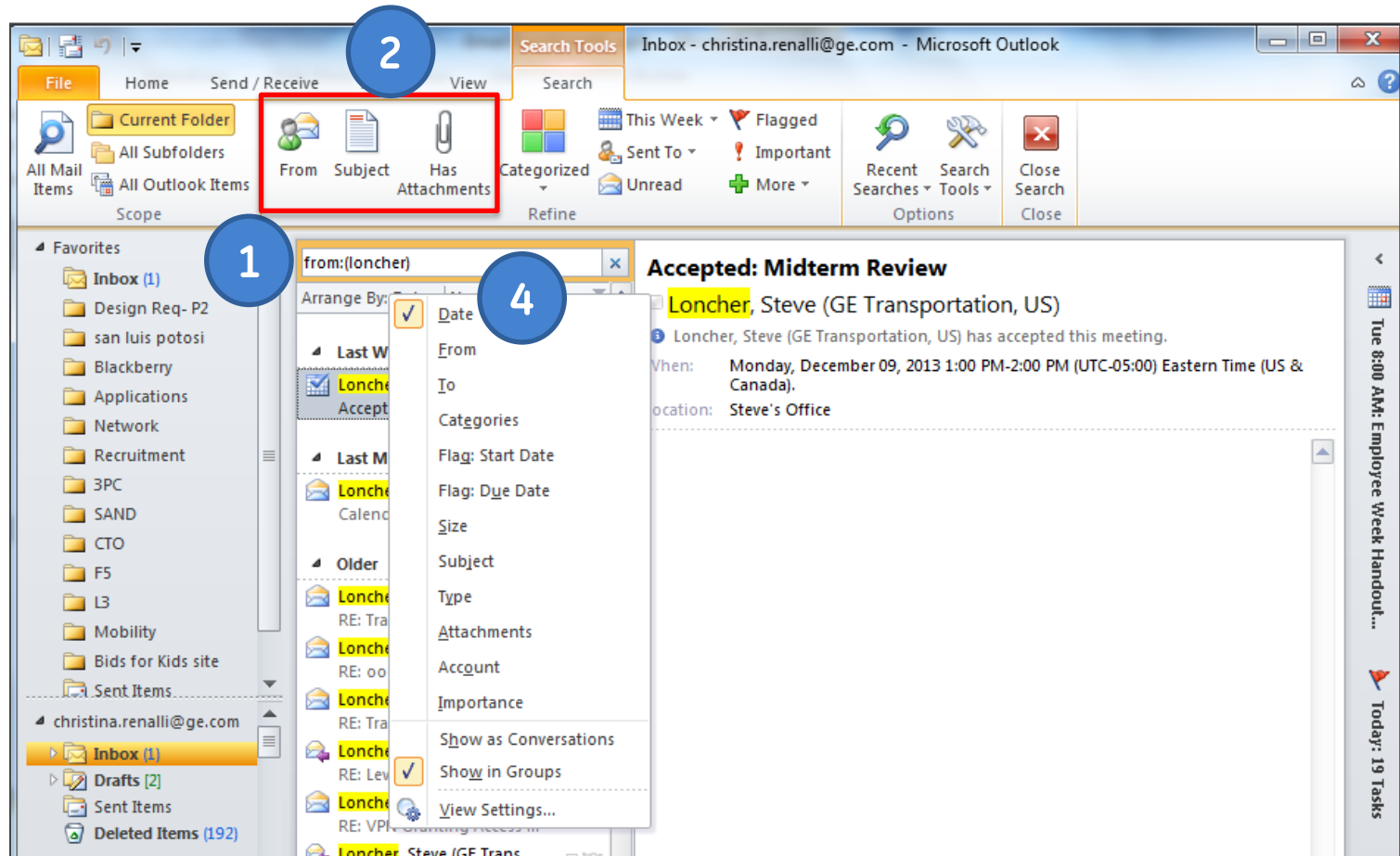
Legal disclaimer language. *Only if legally required in your region.*



Email Search

By sender, subject, attachments, size, etc.

1. Click in search box
2. Choose search criteria
3. Enter into search box
4. Right click "Arrange by" and choose criteria



OneNote Integrations

1. Select email to copy into OneNote

2. Click on the OneNote link

3. OneNote document is created

Outlook Email:

Search Results: loncher

RE: Transportation F5 Schedule

Spriegel, Christopher (GE Transportation, US)

Sent: Mon 12/9/2013 5:06 PM

To: Ranalli, Christina (GE Transportation)

Great, thanks Christina!

From: Ranalli, Christina (GE Transportation)

Sent: Monday, December 09, 2013 3:53 PM

To: Smith, Jake (GE Corporate); Loncher, Steve (GE Transportation)

Cc: Kenawell, Andrew (GE Transportation); Spriegel, Christopher (GE Transportation, US)

Subject: Transportation F5 Schedule

Hi Jake,

Here is a recap of what we discussed today:

- 12/9 - 12/16 Phase 3 UAT
 - Log issues with help desk, include
 - Will check help desk logs with Jake

OneNote Document:

RE: Transportation F5 Schedule

Monday, December 09, 2013 6:19 PM

Subject	RE: Transportation F5 Schedule
From	Spriegel, Christopher (GE Transportation, US)
To	Ranalli, Christina (GE Transportation)
Sent	Monday, December 09, 2013 5:05 PM

Great, thanks Christina!

From: Ranalli, Christina (GE Transportation)

Sent: Monday, December 09, 2013 3:53 PM

To: Smith, Jake (GE Corporate); Loncher, Steve (GE Transportation, US)

Cc: Kenawell, Andrew (GE Transportation); Spriegel, Christopher (GE Transportation, US)

Subject: Transportation F5 Schedule

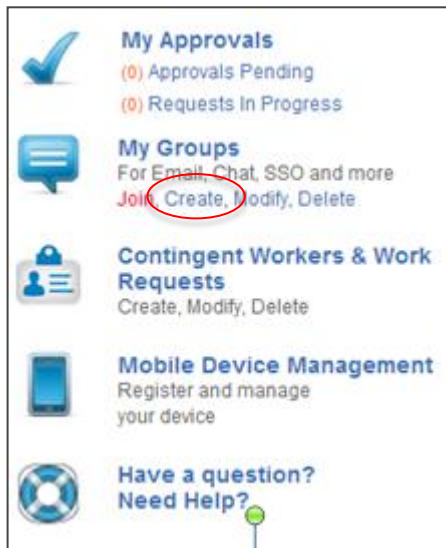
Hi Jake,



How to Create a Distribution List

1. Go to idm.ge.com
2. Choose "Create" under "My Groups"
3. Click "Next"
4. Complete details for DL list
5. Confirm

2



3

The form shows 'Request for:' with radio buttons for 'Myself' (selected) and 'Somebody else'. Below are 'Back' and 'Cancel' buttons, and a 'Next >' button circled in red.

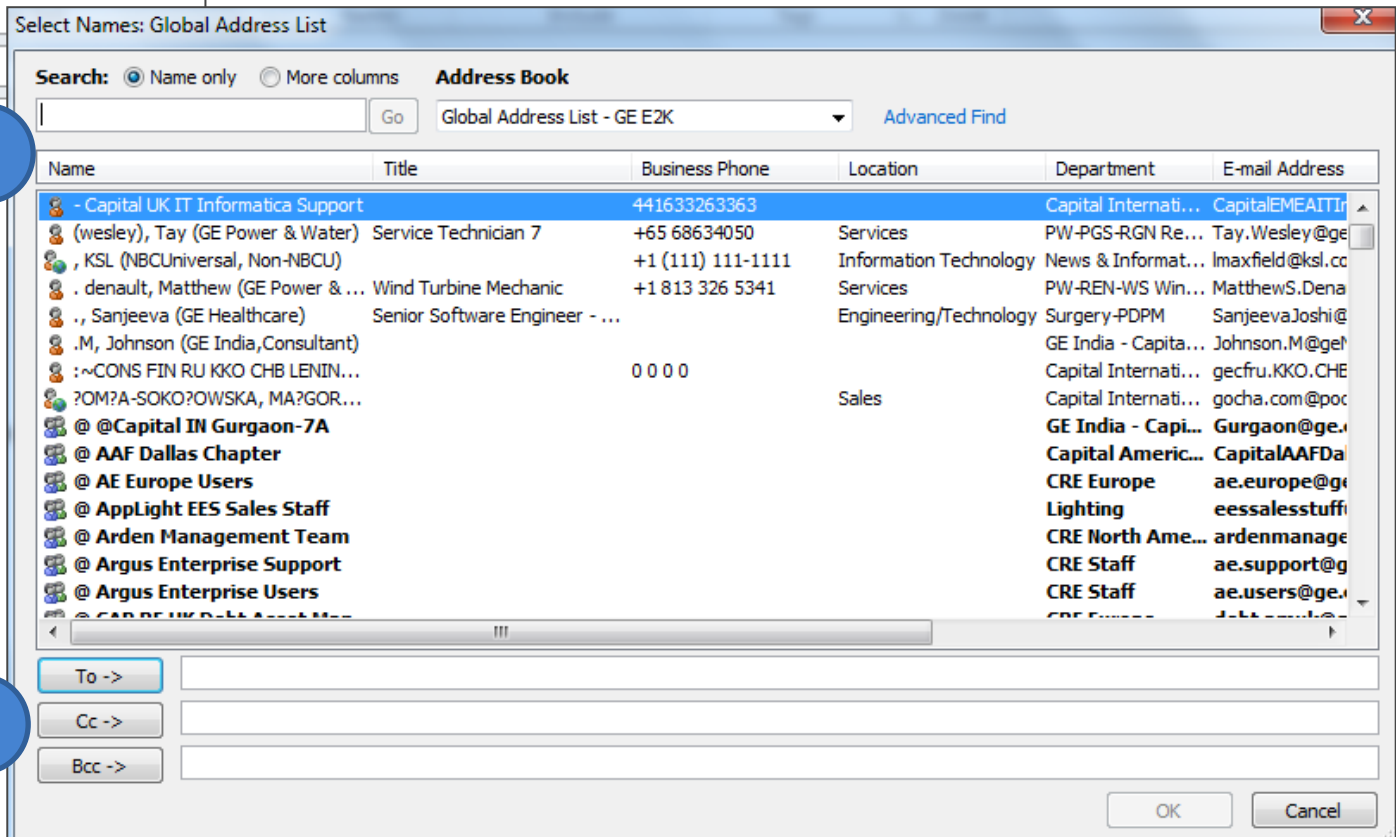
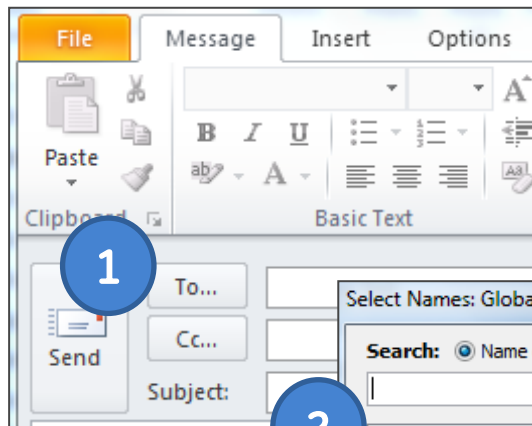
4

The screenshot shows the 'GE Group / Distribution List' form. The 'ENTER DETAILS' step is highlighted in green. The form includes fields for 'Request for:' (Name, SSO ID, Supervisor, Business), 'Displayname' (with a dropdown and text input), and 'Email' (with a text input and domain dropdown). A 'Check availability' button is present, followed by status messages: '@TRANS ExampleDL is available' and 'example@ge.com is available'. At the bottom, there is a 'Community' link with the text 'anyone can join instantly'.



GAL Search

1. Select "To"
2. Enter in a first and / or last name
3. Choose option for sending



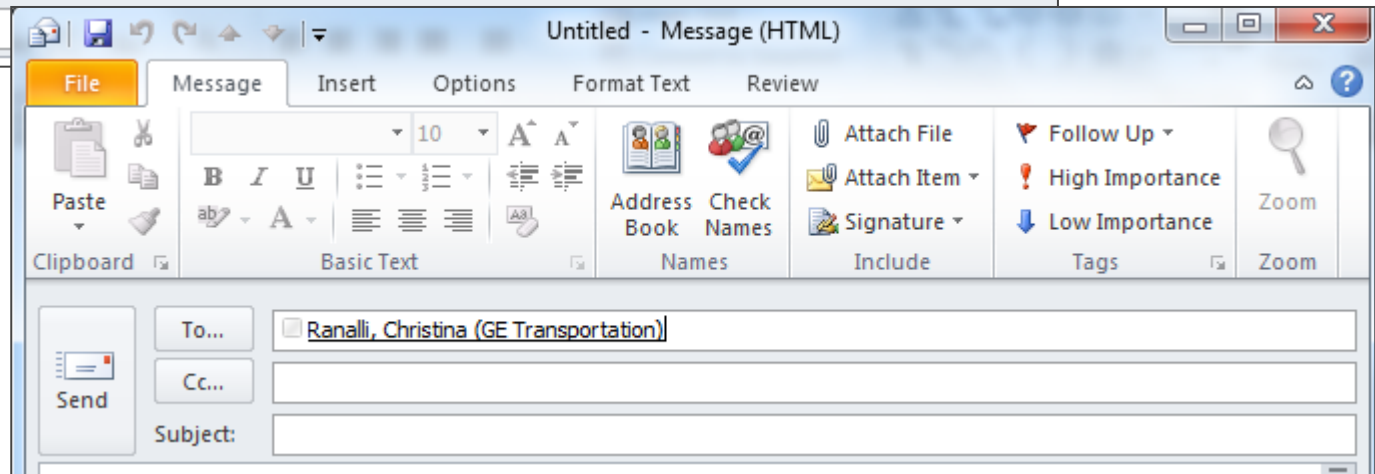
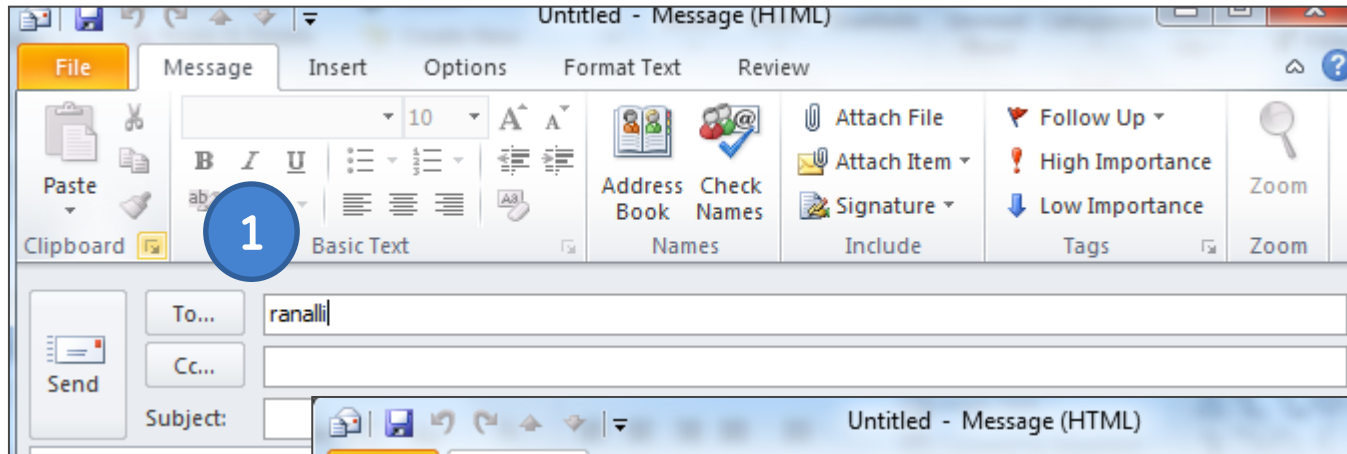
To: Send Directly
Cc: Carbon Copy
Bcc: Blind Carbon Copy



Keyboard Shortcuts

To search and populate a name... Ctrl+K

1. Type a first name, last name, or SSO
2. Hit Ctrl+K on keyboard





Calendar Organization

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Overview

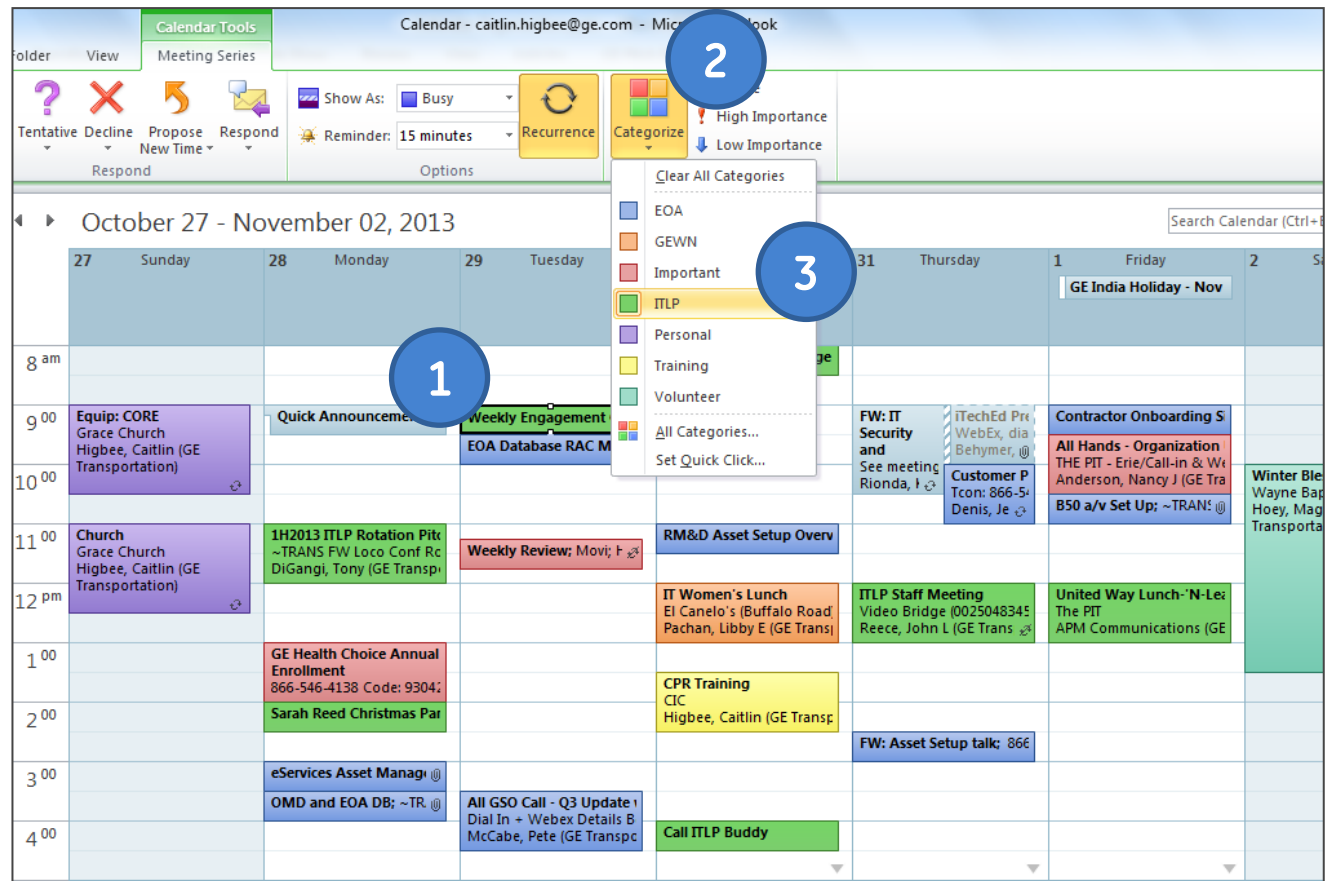
1. Color coding
2. Search
3. Reserve conference rooms
4. Insert meeting in email
5. View fiscal weeks
6. Manage time zones
7. Sharing calendars



Color Coding

Use colors to group meetings (i.e. Projects, Training, Personal, Volunteering)

1. Select meeting
2. Click Categories from Ribbon
3. Choose categories



Search

By organizer, subject, attachments, categories, etc.

The screenshot shows the Microsoft Outlook interface with a search filter applied. A blue circle with the number '1' points to the 'Organizer' button in the search bar. A blue circle with the number '2' points to the search criteria 'organizer:(johnson)' entered in the search bar. A blue circle with the number '3' points to the search results list.

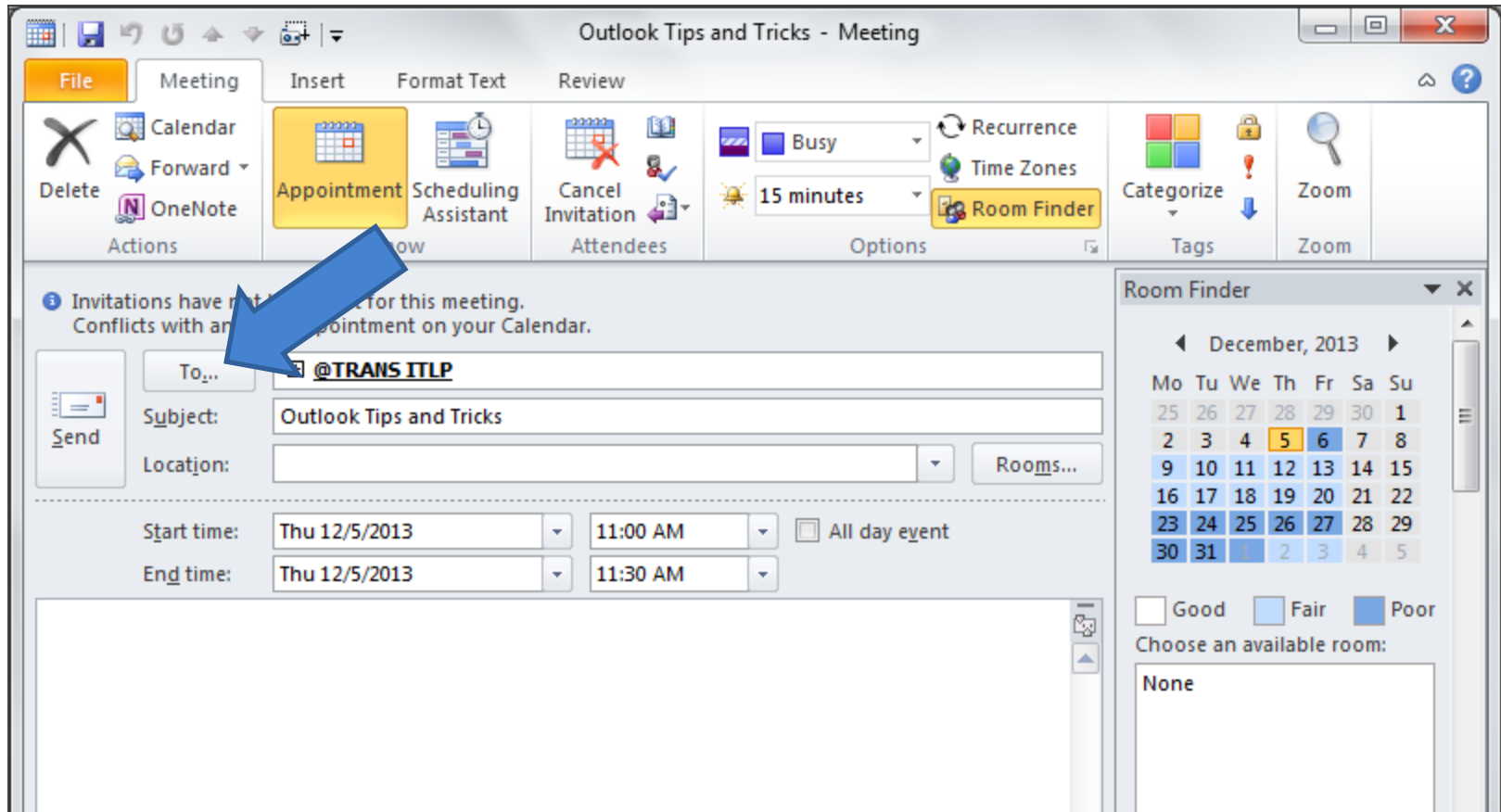
1. Select filter
2. Enter search criteria
3. Review results

Subject	Location	Start	End	Recurrence Pattern	Categories
Recurrence: (none) (7 items)					
Follow up Discussion - 2013 SO...	Webex and Conf...	Wed 3/13/2013 3:00 PM	Wed 3/13/2013 4:00 PM		EOA
IT Risk Meeting	~TRANS C14-579 ...	Mon 5/20/2013 10:00 AM	Mon 5/20/2013 11:00 AM		
Prep for SOX bi-weekly meeting	Elesha's Office	Thu 5/23/2013 1:30 PM	Thu 5/23/2013 2:00 PM		EOA
SOX Working Session: CAS-RAIL	~TRANS C9-317 ...	Thu 6/6/2013 1:30 PM	Thu 6/6/2013 3:00 PM		
Critical Systems Risk Assessmen...	~TRANS C9-317 ...	Fri 6/21/2013 1:30 PM	Fri 6/21/2013 2:00 PM		Gap Analysis
SOX Bi-weekly Meeting		Tue 6/25/2013 9:30 AM	Tue 6/25/2013 10:00 AM		
Lunch	CIC Cafeteria	Tue 9/24/2013 12:00 PM	Tue 9/24/2013 1:00 PM		
Recurrence: (none) (14 items)					
Data Center Risk Assessment	~TRANS C9-317 ...	Mon 8/27/2012 3:00 PM	Mon 8/27/2012 5:00 PM		
Melbourne Data Center Risk As...	800-281-9408 or ...	Thu 1/3/2013 10:00 AM	Thu 1/3/2013 10:30 AM		
Data Center Q1 Update	~TRANS C9-317 ...	Wed 2/6/2013 11:00 AM	Wed 2/6/2013 11:30 AM		con
More SOX Questions	Dial in: 800-281-...	Mon 3/11/2013 1:30 PM	Mon 3/11/2013 2:00 PM		EOA
Elesha Vacation		Mon 4/1/2013 12:00 AM	Tue 4/2/2013 12:00 AM		
Review First Batch of CAS Interf...	Room 9-317 or	Thu 4/11/2013 3:30 PM	Thu 4/11/2013 4:30 PM		EOA



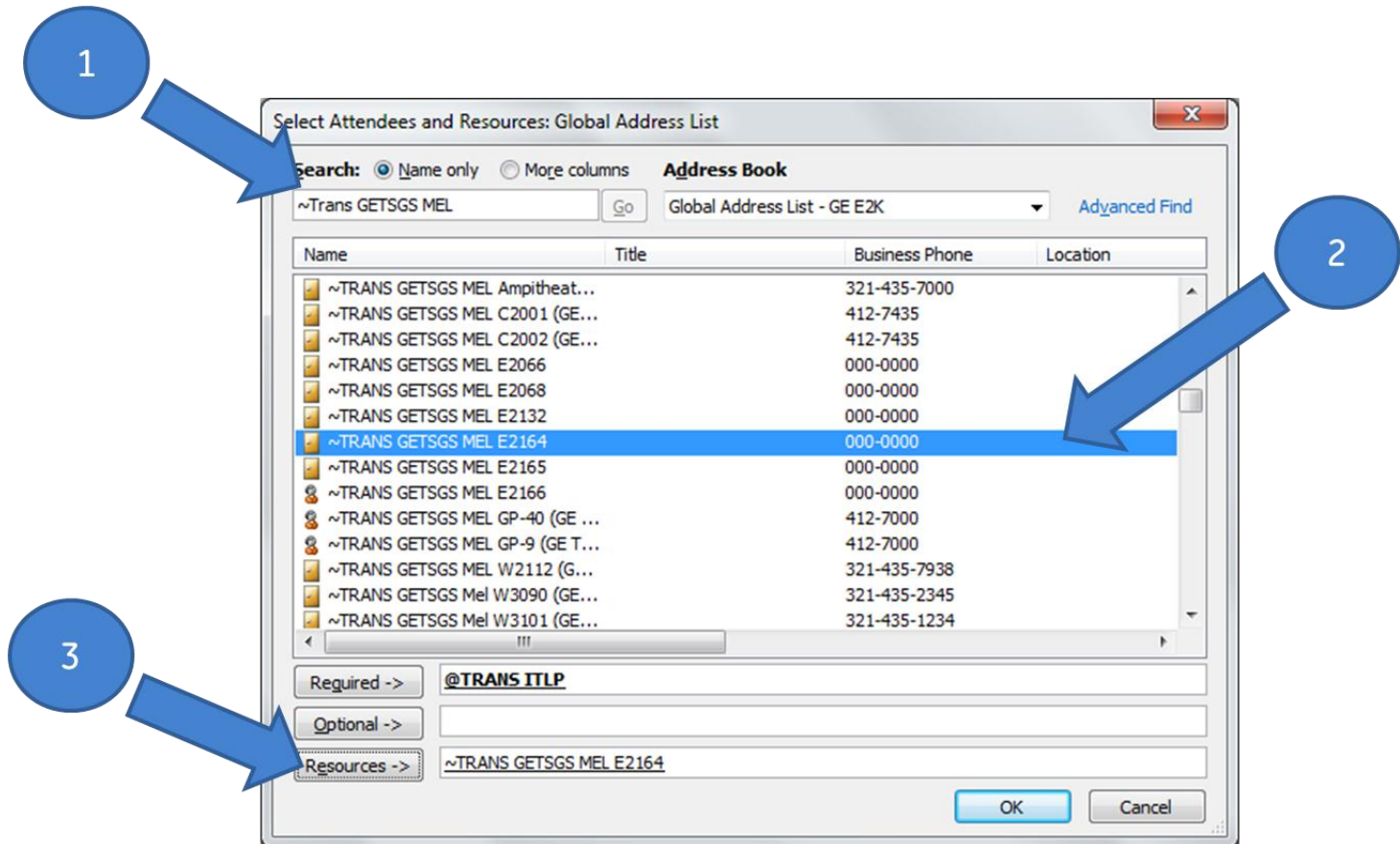
Reserve a conference room

Don't just put the room in the "Location field". Click the "To" button on your email screen.



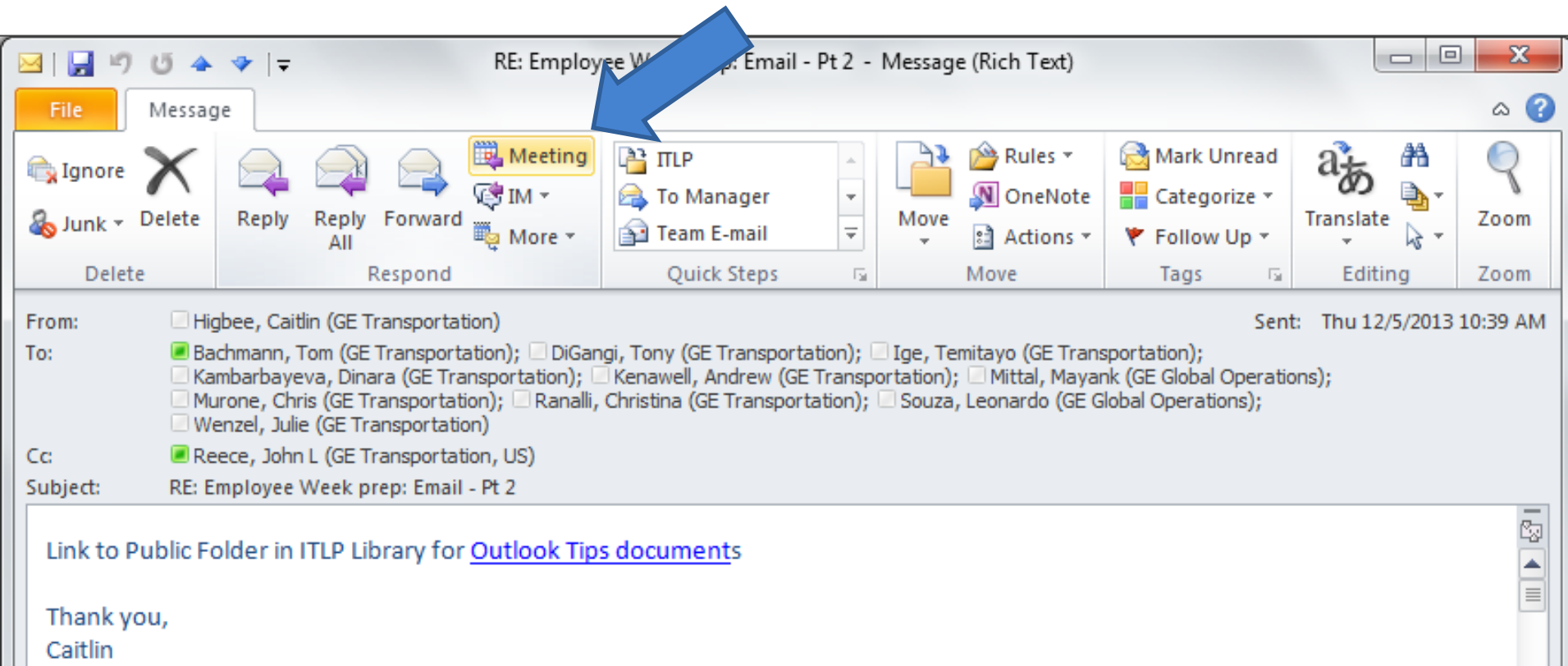
Reserve a conference room

1. Type the name of your conference room
 - a) ~TRANS CX – 317 (Replace X with “Building #” – “Room #” for the Erie Plant)
 - b) ~TRANS Chicago (Select the desired conference room)
2. Select your conference room
3. click the “Resources” button



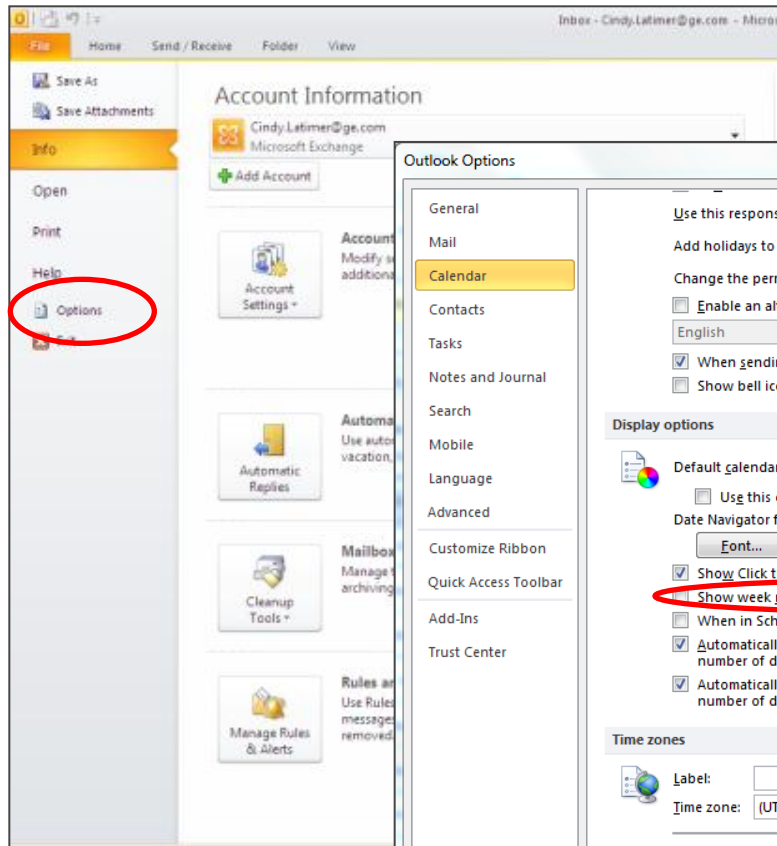
Insert meeting into email

Quickly create a new meeting request that will invite all of the people that received the email, and will pull the email conversation history into the meeting request.



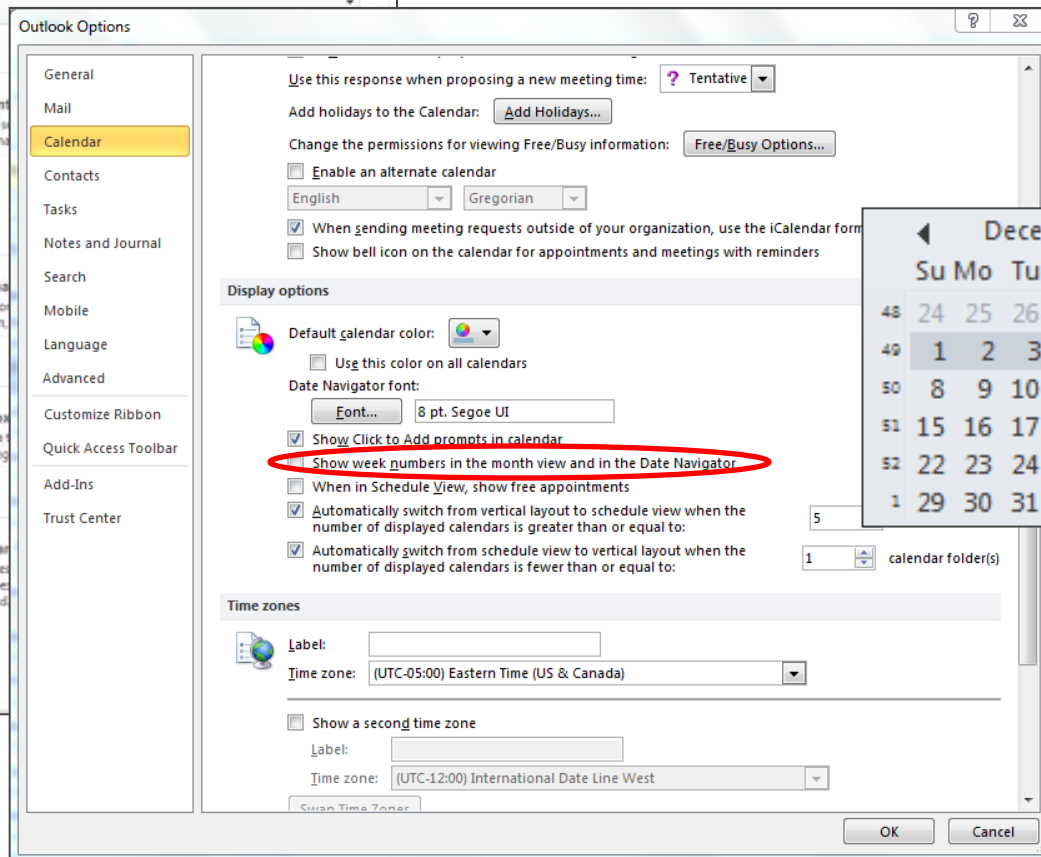
View Fiscal Weeks

1 Options under File tab



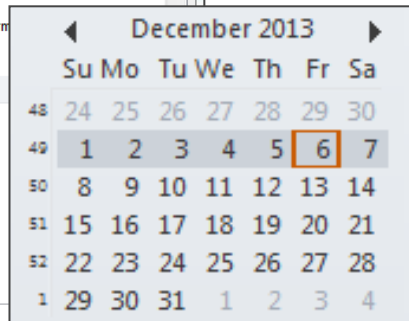
2

Under the calendar section, find the Display options, and click Show week numbers.



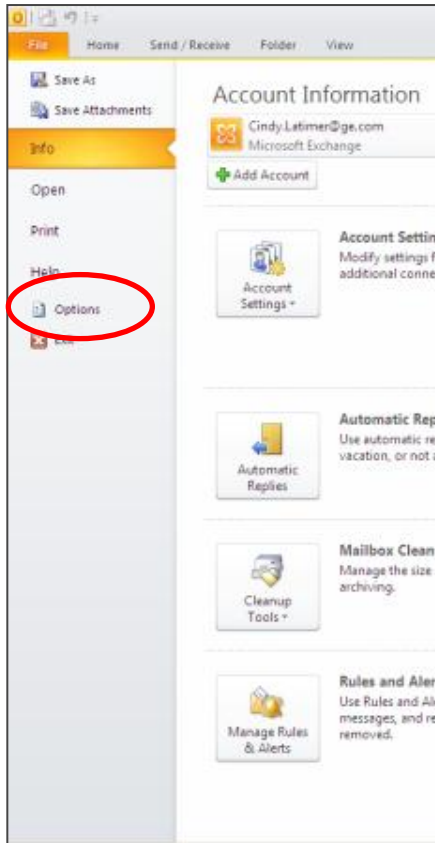
3

You will now see Fiscal weeks in your calendar



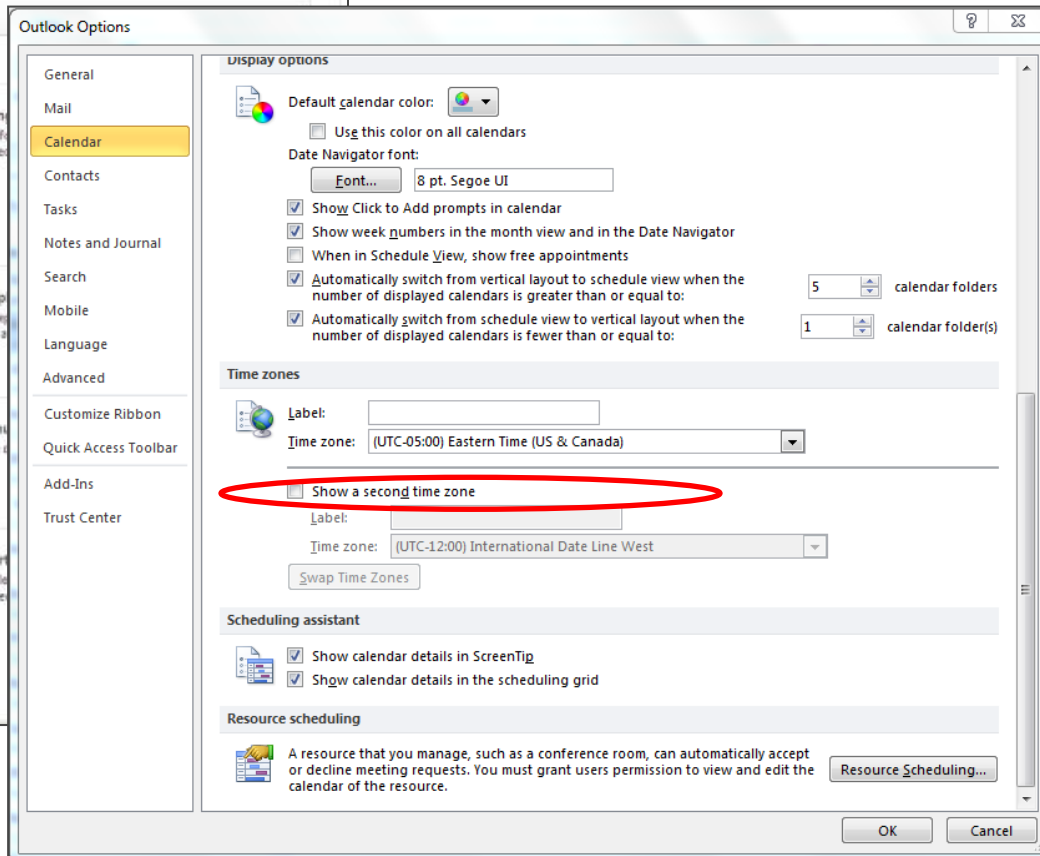
View Multiple Time Zones

1 Options under File tab



2

Under the calendar section, find the Time Zone options



3

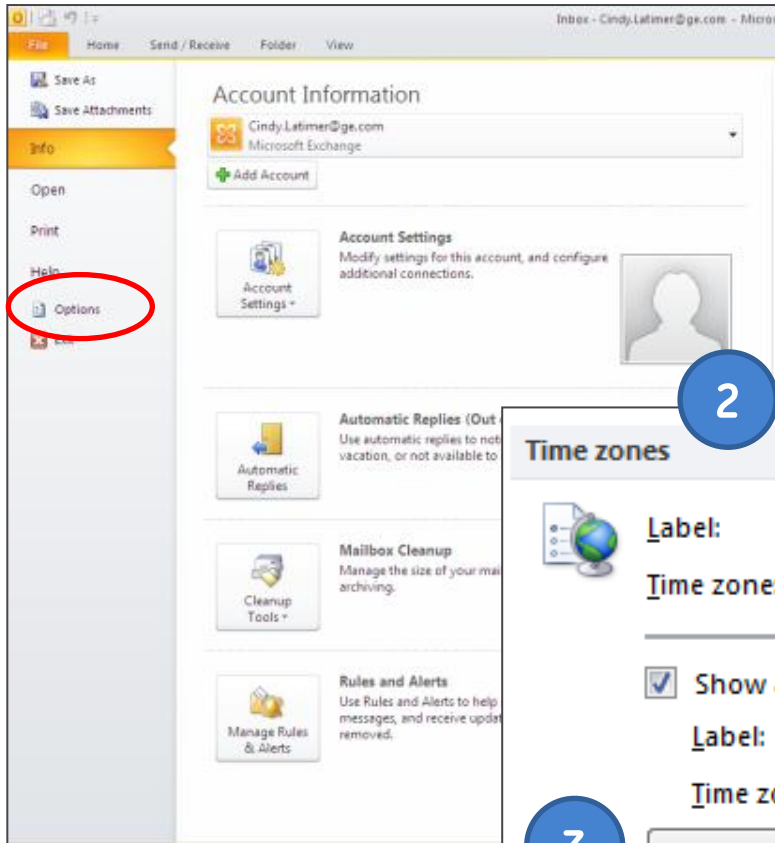
You will now see both time zones in your calendar

November		4
Central	Eastern	
7 am	8 am	
8 00	9 00	
9 00	10 00	
10 00	11 00	
11 00	12 pm	
12 pm	1 00	
1 00	2 00	
2 00	3 00	
3 00	4 00	



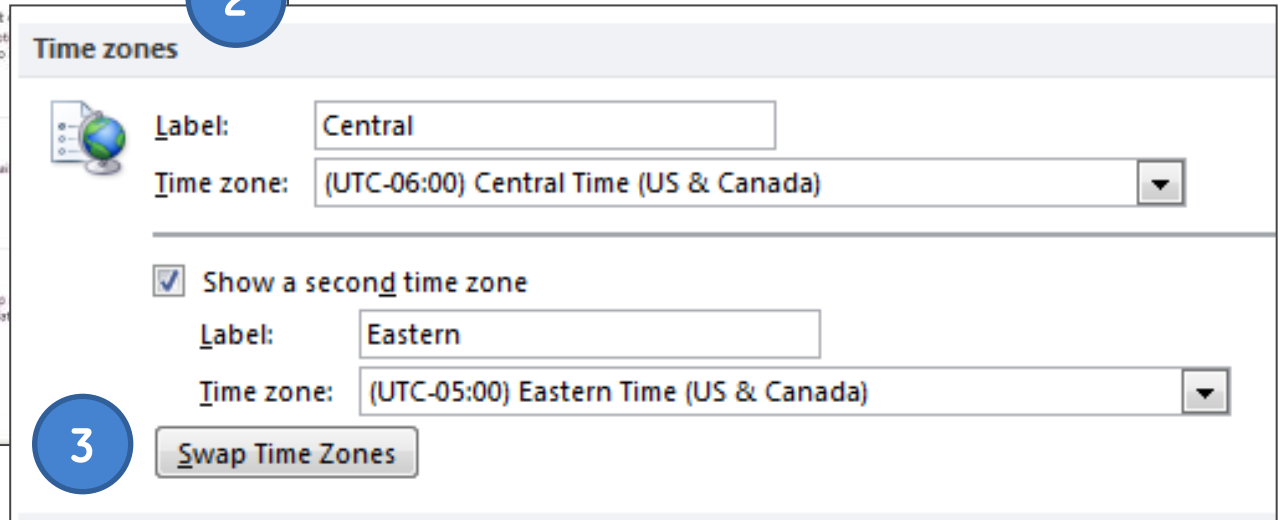
Change Time Zones

1



1. Selection Options from File tab
2. Under Time Zones section, add the additional time zone if you haven't done so already
3. Select Swap Time Zones (now your calendar and meetings will reflect that time zone)

2

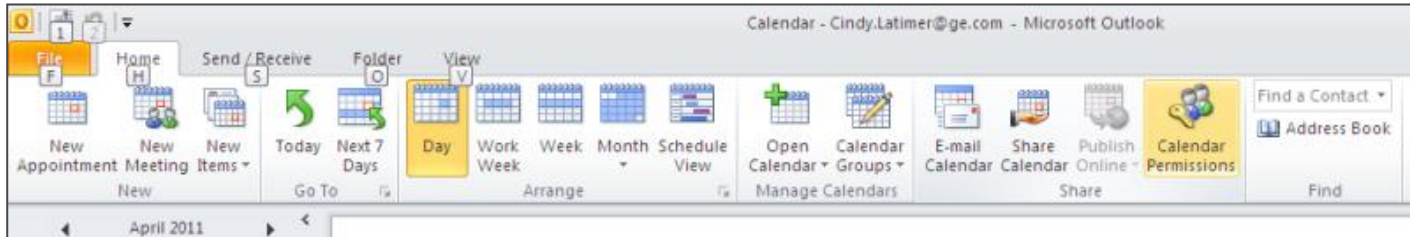


3

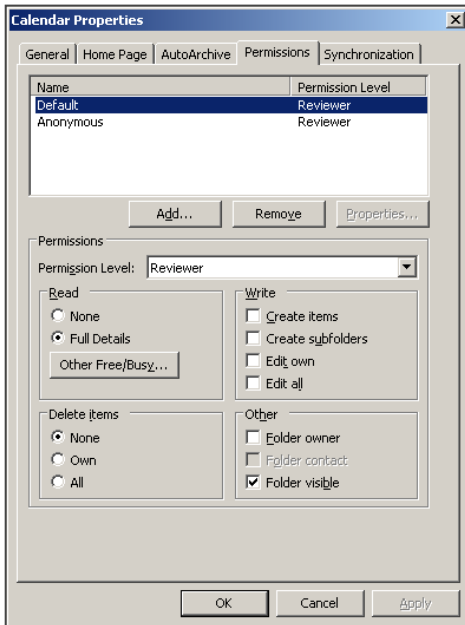


Sharing Availability

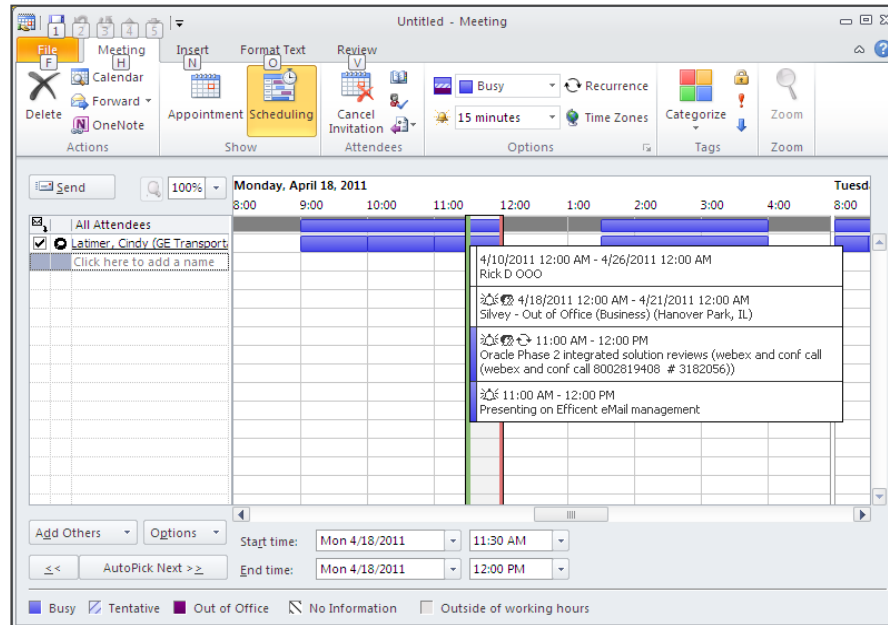
1 Choose Calendar Permissions in the Home Ribbon



2 Allow for 'Default' to see full details



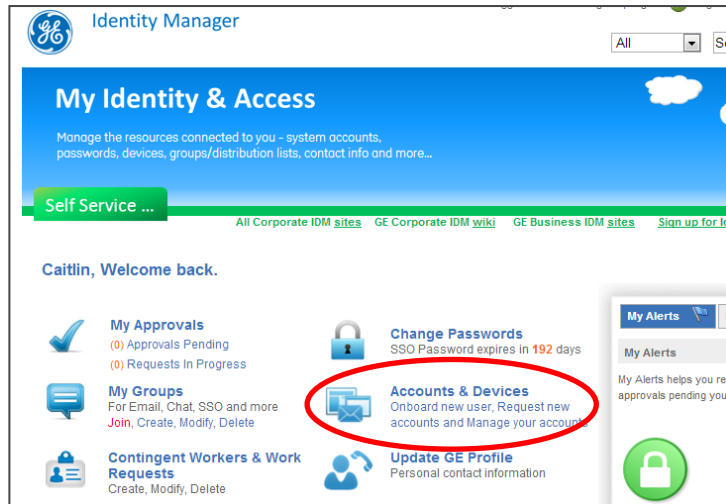
3 People can now see the details of your calendar appointments



Shared Calendars

1

Go to: www.idm.ge.com



Identity Manager

My Identity & Access

Manage the resources connected to you - system accounts, passwords, devices, groups/distribution lists, contact info and more...

Self Service ...

All Corporate IDM [sites](#) GE Corporate IDM [wiki](#) GE Business IDM [sites](#) [Sign up for IDM](#)

Caitlin, Welcome back.

- My Approvals**
(0) Approvals Pending
(0) Requests In Progress
- My Groups**
For Email, Chat, SSO and more
[Join](#), [Create](#), [Modify](#), [Delete](#)
- Contingent Workers & Work Requests**
[Create](#), [Modify](#), [Delete](#)
- Change Passwords**
SSO Password expires in 192 days
- Accounts & Devices**
Onboard new user, Request new accounts and Manage your account
- Update GE Profile**
Personal contact information

My Alerts

2

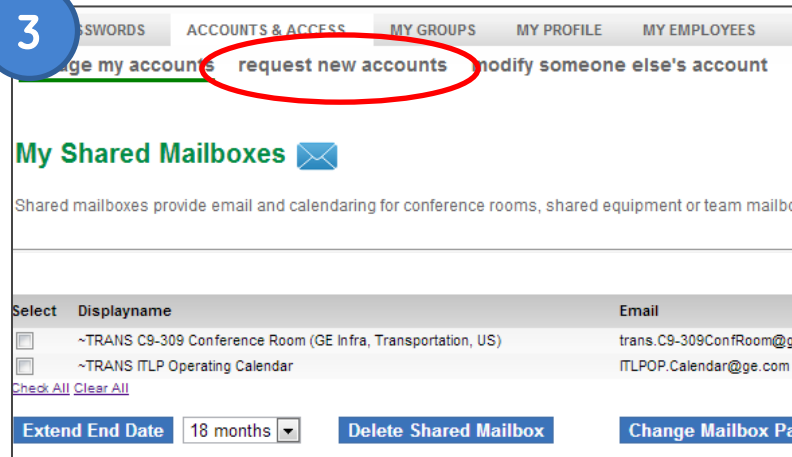


Manage your personal accounts

Below are accounts setup and managed for you within the GE Corporate Identity Manager site. Click an account below to perform a self service update.

Name	User ID
Email / Collaboration	
PDA/SmartPhone (EAS)	210067319
GE Email System	Higbee , Caitlin (GE Transportation)
My Shared Mailboxes	210067319
WEBEX Connect	210067319
Network / VPN / Security Services	

3



Change my account request new accounts modify someone else's account

My Shared Mailboxes

Shared mailboxes provide email and calendaring for conference rooms, shared equipment or team mailboxes

Select	Displayname	Email
<input type="checkbox"/>	~TRANS C9-309 Conference Room (GE Infra, Transportation, US)	trans.C9-309ConfRoom@ge.com
<input type="checkbox"/>	~TRANS ITLP Operating Calendar	ITLPOP.Calendar@ge.com

[Check All](#) [Clear All](#)

[Extend End Date](#) 18 months [Delete Shared Mailbox](#) [Change Mailbox Password](#)

