

From: dopmannouncement
Sent: Thursday, March 01, 2018 9:50 AM
To: DOPM All Users
Subject: Computer Tip of the Week -- See Emails and Calendar at same time

See Emails and Calendar at same time

Brought to you by
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- DOPM HelpDesk Triage and
Computer Tech in MT-403



SITUATION:

In Outlook, I want see my email messages list and my calendars at the same.

SOLUTION:

Very easy. When in Mail view just:

- (1)RIGHT Click on [Calendar]
- (2)And Choose [Open In New Window]



General tip: When trying to figure out how to do something, experiment with Right-Clicking, which generally will give you more options.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>