

File **Home** Send / Receive Folder View Tell me what you want to do

New Email New Items Clean Up Junk Delete Archive Reply Reply All Forward Meeting More Quick Steps Move Rules OneNote Unread/Read Categoriz Follow Up

## Favorites

Inbox 11

Sent Items

Deleted Items 1

## Al@...rosoft.co...

Inbox 11

Drafts

Sent Items

Deleted Items 1

Archive

## Conversation History

Junk Email

Outbox

RSS Subscriptions

Test folder for organization

Test folder for testing shit

Search Folders

## Groups

All Unread Mentions

Search Current Mailbox



Current Mailbox

| FROM                                 | SUBJECT                                                                                                                                                                                                                                          | RECEIVED        | SIZE   | CATEGORIES    | M... |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|---------------|------|
| From: Al Sacco: 27 item(s), 7 unread |                                                                                                                                                                                                                                                  |                 |        |               |      |
| Al Sacco                             | Important: I need a decision from you on this before EoD! I know I told you that we'd have until the end of the week for the decision on the proposal we                                                                                         | Mon 3/27/2...   | 38 ... |               |      |
| Al Sacco                             | Outlook reminders<br><a href="https://support.office.com/en-us/article/Set-or-remove-reminders-7a992377-ca93-4ddd-a711-851ef355">https://support.office.com/en-us/article/Set-or-remove-reminders-7a992377-ca93-4ddd-a711-851ef355</a>           | Fri 3/24/201... | 38 ... |               |      |
| Al Sacco                             | Category shortcuts<br><a href="https://support.office.com/en-us/article/Assign-a-keyboard-shortcut-to-a-color-category-3e78d0c2-14">https://support.office.com/en-us/article/Assign-a-keyboard-shortcut-to-a-color-category-3e78d0c2-14</a>      | Tue 3/21/20...  | 39 ... | Project Sc... |      |
| Al Sacco                             | Word Researcher<br><a href="https://support.office.com/en-us/article/Research-for-your-paper-easily-within-Word-1728f286-8702-4">https://support.office.com/en-us/article/Research-for-your-paper-easily-within-Word-1728f286-8702-4</a>         | Thu 3/16/20...  | 39 ... | Project Sc... |      |
| Al Sacco                             | Re: Recall: You are seriously the WORST boss ever! I hate ... OK....not cool, man. But OK. AS                                                                                                                                                    | Mon 3/13/2...   | 41 ... | Windows...    |      |
| Al Sacco                             | Recall message<br><a href="https://support.office.com/en-us/article/Recall-or-replace-an-email-message-that-you-sent-35027f88-6">https://support.office.com/en-us/article/Recall-or-replace-an-email-message-that-you-sent-35027f88-6</a>        | Mon 3/13/2...   | 42 ... | 2017 perf...  |      |
| Al Sacco                             | Fwd: Why HP remains committed to Windows 10 Mobile<br>----- Forwarded message -----                                                                                                                                                              | Tue 3/7/201...  | 82 ... | Project ...   |      |
| Al Sacco                             | Outlook Focused Inbox tips?<br><a href="https://support.office.com/en-us/article/Focused-Inbox-for-Outlook-f445ad7f-02f4-4294-a82e-71d896">https://support.office.com/en-us/article/Focused-Inbox-for-Outlook-f445ad7f-02f4-4294-a82e-71d896</a> | Mon 3/6/20...   | 42 ... | Potential ... |      |
| Al Sacco                             | Editor pane<br>Microsoft Word's new Editor pane helps bad writers write good Microsoft plans to replace the                                                                                                                                      | Wed 3/1/20...   | 44 ... | 2017 perf...  |      |
| Al Sacco                             | Link for quotes<br><a href="https://support.office.com/en-us/article/Change-curly-quotes-to-straight-quotes-and-vice-versa-0179">https://support.office.com/en-us/article/Change-curly-quotes-to-straight-quotes-and-vice-versa-0179</a>         | Mon 2/27/2...   | 42 ... | Newslett...   |      |
| Al Sacco                             | Curly and straight quotes<br>How to change 'smart' or 'curly' quotes to 'straight' quotes in Microsoft Word, Outlook and                                                                                                                         | Mon 2/27/2...   | 44 ... | Potential ... |      |
| Al Sacco                             | Remove blank page in word, how-to<br>Remove unwanted blank page                                                                                                                                                                                  | Mon 2/27/2...   | 39 ... |               |      |
| Al Sacco                             | Function keys in Word?<br>At the bottom of the page                                                                                                                                                                                              | Mon 2/27/2...   | 42 ... | Project Sc... |      |

Reply Reply All

BM Al Sacco Important

## Action Items

I know I told you t and we need an an

Please get back to

AS