Pašto srauto valdymas Outlook 2016

Pašto srauto valdymui galimi trys pagrindiniai būdai:

- 1. Kategorijos pagal spalvas;
- 2. Taisyklės ir aplankai;
- 3. Laiškų išskyrimas vizualiai.

I būdas- laiškų kategorijos

1. Pasirinkite parinktį Categorize ir paspauskite All categories...

File	lome Se	nd / Receive	Folder View	Q Tell me what you want to do		(6			1	<u>II</u>	
-		ि Ignore	X		Move to: ? 🕒 To Manager	- Move +	Unread/ Read	🔡 New Group	Search People	0	
New New Email Items	New Meeting	Clean Up +	Delete Archive	Reply Reply Forward More -	□ Team Email ✓ Done ♀ Reply & Delete ۶ Create New	 Rules * ▼ Ø OneNote 	Assign Policy + Follow Up +	P Browse Groups	Filter Email *	Store	
New	TeamVie	De	lete	Respond	Quick Steps	G Move	Tags	Groups	Find	Add-ins	~

2. Esant poreikiui pasirinkę norimą spalvą ir paspaudę **Rename** galite pervadinti spalvas, pagal kurias skirstysite laiškus. Pervadinus spalvas spauskite **Ok**;

Name	Shortcut key	New
Const Const		Color:
		(None)

 Norėdami laiškui priskirti kategoriją spustelkite dešinį pelės klavišą ant norimo laiško ir pasirinkite kategoriją



4. Paieškos meniu pasirinkus paiešką pagal kategoriją, bus rasti tik tai kategorijai priskirti laiškai;



II būdas- skirstyti laiškus į aplankus pagal siuntėją

1. Paspauskite dešinį klavišą ant **Inbox** ir pasirinkite parinktį **New folder**. Pavadinkite aplanką pagal siuntėjo vardą, el. pašto adresą ar pan.;

8										
File	Home Send / Receive Fo	older View ⁽	Q Tell me what you want to do							
New Email	New New Meeting Junk *	elete Archive	All More *	Move to: ? E Team Email Reply & Delete	→ To Manager ✓ Done ✓ Create New ▼	[™] Move * ∰ Rules * DneNote	Assign Policy * Follow Up *	 New Group Browse Groups 	Search People Address Book Filter Email *	Store
N	ew TeamVie Delete	e	Respond	Quick S	iteps 🕫	Move	Tags	Groups	Find	Add-ins \land
>	Search Akvile 🔎 C	Current Folder 🔹	Reply Reply All Sorv	ward						
2	Akvile By	y Date ∽ 1 ↑	A Hole Constant	the little instantion						Fri 7/27
xoq	▲ Last Week	*	Karrish							~
5	Akvilé Barauskaité									

2. Menių juostoje pasirinkite File ir paspauskite ant Manage rules & alerts;

\odot	Mode - Witten Protocolard Supplier and - Delta	
Info	Account Information	
Open & Export Save As	Mcrosoft Erchange	
Print	Account Settings Account a cess this account or set up more connections. Account access this account on the web.	
Office Account Feedback	Iffings you proceed on the event of the analysis of the Children and	
Support Options Exit	Automatic Replies (Out of Office) Use automatic replies to nolly others that you are out of office, on vacation, or not available to respond to email messages.	
	Mailbox Settings Manage the size of your mailbox by emptying Deleted Items and archiving.	
	Rules and Alerts Use Rules and Alerts to help organize your incoming email messages, and receive updates when items are added, changed, or removed.	
	Manage Add-ins	

3. Pasirinkite parinktį E-mail rules ir paspauskite New rule;

Rule (applied in the order shown)	Actions	1.
	ALUONS	~
	aroic.	
ule description (flick on underlined value to edith		Ŷ
are description (dick an underlined value to edit):		
7		
JEnable rules on all messages downloaded from RSS Feeds		

4. Pasirinkite **Move messages from someone to a folder** (1). Antrame žingsnyje pasirinkite iš kieno gaunamus laiškus perkelti (2) ir į kurį aplanką (3);

			-	
Move mess	sages from someo	one to a folder		
Move mess	sages with specific	words in the sub	ject to a folder	
Move mess	sages sent to a pu	blic group to a fol	der	
Flag messa	ges from someon	e for follow-up		
Move RSS	items from a spec	ific RSS Feed to a	folder	
ay Up to Date				
💐 Display ma	iil from someone i	in the New Item A	lert Window	
Play a sour	nd when I get mes	sages from some	one	
Send an ale	ert to my mobile d	levice when I get i	messages from so	meone
art from a blan	nk rule			
Apply rule	on messages I rec	eive		
Apply rule	on messages I ser	nd		
2: Edit the rule	description (click	an underlined val	ue)	
oply this rule after	er the messag	ves		
on people or pu	iblic group	2		
ove it to the spe	cified tolder 3			
114 Stop process	any more rules	<u></u>		

5. Spauskite Next;

and the second se		
from people	or public group	
through the	words in the subject	
sent only to	specified account	
where my na	me is in the To hov	
marked as in	nnortance	
marked as se	ensitivity	
flagged for	action	
where my na	ame is in the Cc box	
where my na	ame is in the To or Cc box	
where my na	ame is not in the To box	
sent to peop	ole or public group	
with specific	<u>words</u> in the body	
with specific	<u>words</u> in the subject or body	
with specific	words in the message header	
with specific	words in the recipient's address	
with specific	<u>words</u> in the sender's address	
assigned to	category category	`
tep 2: Edit the i	rule description (click an underlined value)
Apply this rule	after the message arrives	
from people of	r public group	

6. Vėl spauskite Next;



7. Įrašykite taisyklės pavadinimą (1);

Pažymėkite **Run this rule now on messages already in Inbox**, kad perkeltu į tą aplanką jau esamus to siuntėjo laikšus (2);

Spauskite **Finish** (3);

inish rule setup.	ules Wizard				×
Rep 1: Specify a name for this rule Rep 2: Setup rule options Run this rule now on messages already in "Inbox" Turn on this rule Create this rule on all accounts Rep 3: Review rule description (dick an underlined value to edit) Apply this rule after the message arrives from the form the form the form the setup of the folder and stop processing more rules	inish rule setup.				
Rep 2: Setup rule options 2 Run this rule now on messages already in "Inbox" 7 Turn on this rule Create this rule on all accounts Rep 3: Review rule description (click an underlined value to edit) Apply this rule after the message arrives from more in the feature in the message arrives and stop processing more rules	Step 1: Specify a na	me for this rule	1		
Rep 2: Setup rule options 2 Run this rule now on messages already in "Inbox" 1 Turn on this rule 1 Create this rule on all accounts 1 Rep 3: Review rule description (dick an underlined value to edit) Apply this rule after the message arrives from the second	NORT NUM				
Run this rule now on messages already in "Inbox" Turn on this rule Create this rule on all accounts Rep 3: Review rule description (dick an underlined value to edit) Apply this rule after the message arrives from move it to the final information folder and stop processing more rules	itep 2: Setup rule o	ptions		2	
Turn on this rule Create this rule on all accounts Rep 3: Review rule description (dick an underlined value to edit) Apply this rule after the message arrives from move it to the first the message arrives form and stop processing more rules	Run this rule no	w on messages al	ready in "Inbox"]	
Create this rule on all accounts Rep 3: Review rule description (click an underlined value to edit) Apply this rule after the message arrives from move it to the Constantion folder and stop processing more rules	Turn on this rule	e			
Rep 3: Review rule description (click an underlined value to edit) Apply this rule after the message arrives from wore it to the Section Section folder and stop processing more rules	Create this rule	on all accounts			
Itep 3: Review rule description (click an underlined value to edit) Apply this rule after the message arrives from move it to the Constant of the Constant 					
Apply this rule after the message arrives from work to the Constant of Solder and stop processing more rules					
nove it to the folder and stop processing more rules	3 Review rule	description (click a	an underlined va	lue to edit)	
and stop processing more rules	Step 3: Review rule Apply this rule aft	description (click a er the message an	an underlined va rives	lue to edit)	
3	Step 3: Review rule Apply this rule aft from advertised move it to the Sale	description (click a er the message an	an underlined va rives	lue to edit)	
3	Step 3: Review rule Apply this rule aft from Control move it to the Cont and stop process	description (click a er the message an sing more rules	an underlined va rives	lue to edit)	
3	Step 3: Review rule Apply this rule aft from move it to the and stop process	description (click a er the message an sing more rules	an underlined va rives	lue to edit)	
3	Step 3: Review rule Apply this rule aft from move it to the and stop process	description (click a er the message an discussion of the second sing more rules	an underlined va rives	lue to edit)	
	Step 3: Review rule Apply this rule aft from move it to the and stop process	description (click a er the message an	an underlined va rives	lue to edit)	
	Step 3: Review rule Apply this rule aff from move it to the and stop process	description (click a er the message an	an underlined va ríves folder	lue to edit)	
Cancel < Back Next > Finish	Step 3: Review rule Apply this rule aft from move it to the and stop process	description (click a	an underlined va ríves	lue to edit)	3

III būdas- išskirti laiškus vizualiai

1. Paspauskite ant View ir pasirinkite View settings;

臣														
File	Hom		Send / Receive Folder	View	🖓 Tell me what you	want to do								
4	00	5	Show as Conversation	s 🗲	Date	Erom	Sa Io	Cat <u>eg</u> ories	↑↓ Reverse Sort			💄 🗗		
Change View *	View Settings	Reset View	Conversation Settings	- Message Preview	Flag: Start Date	Flag: Due Date	I Size	Subject	+- Expand/Collapse +	Folder Reading To-Do Pane * Pane * Bar *	People Pane *	Reminders Open in N Window Windo	vew Close w All Items	
c	urrent View	N	Messages				Arrangement			Layout	People	Window	,	~

2. Pasirinkite Conditional formatting;

escription	
Columns	Importance, Reminder, Icon, Flag Status, Attachment, Fr
Group By	None
Sort	Received (descending)
Filter	Off
Other Settings	Fonts and other Table View settings
Conditional Formatting	User defined fonts on each message
Format Columns	Specify the display formats for each field

3. Spauskite Add ir pavadinkite savo taisyklę. Paspaudus ant Font, nustatykite kokia spalva ir šriftu bus išskiriami laiškai ir spauskite Ok;

Unread aro	sages A	Add
Submitted b Expired ema	out not sent iil	Delete
Messages in Site Mailbo	an other folders	Move Up
Untitled		Move Down
Properties of s	selected rule	2 8
Name:	Untitled	
Font	11 pt. Segoe UI	

4. Paspauskite Condition...;

Unread mes	sages up headers	~	Add
Submitted b Expired ema	out not sent il		Delete
Messages in Site Mailbox	o other folders c document pending uploa		Move Up
✓ Untitled	8	1	Move Down
Properties of s	selected rule		
Name:	Untitled		
Font	11 pt. Segoe UI		
and the second second second			

5. Paspauskite ant **From** ir pasirinkite, iš kurių žmonių gautus laiškus norite išskirti ir spauskite **Ok**;

Consels for the surround of				
Search for the word(s):	subject fiel	d only		~
From				
Where I am:	the only pe	rson on	the To line	2
Time:	none	~	Anytime	2

To siuntėjo laiškai pašto dėžutėje dabar bus išskirti ta spalva ir šriftu, kaip nustatėte taisyklėje;