Microsoft Outlook



UNIVERSITY

Person Name Smart Tag

Smart tags are used in all the Microsoft Office programs. They provide "...choices for enhancing content and layout...". Outlook includes a Person Name smart tag that is used for the following actions.

- Send an e-mail
- Schedule a meeting
- Open and edit a contact's information
- Add a person to Contacts

Enable the Smart Tag

The Person Name smart tag feature must be enabled in order to be used.

- 1. Open Outlook.
- 2. Click **Tools > Options > Other**.
- In the *Person Names* section, click the Enable Person Names Smart Tag. See Figure 1 on page 2.

Use the Smart Tag

- 1. Open a message.
- Mouse over the person's name. The smart tag displays. See Figure 2 on page
 2.
- 3. Click the **down arrow** to display the available **actions**.
- 4. Click the desired **action**.

Options				? 🔀	
Preference	es Mail Setup Mail Format Spelling	Security	Other	Delegates	
General					
Empty the Deleted Items folder upon exiting Make Outlook the default program for E-mail, Contacts, and Calendar.					
	Navigation Pane Optic	ins	Advance	ed Options	
AutoArchive					
1	Manages mailbox size by deleting old items or moving them to an archive file and by deleting expired items.				
			Autor	Archive	
Reading Pane					
Customize options for the Reading Pane.					
			Readir	ng Pane	
Person Names					
0	Enable the Person Names Smart Tag				
Display Messenger Status in the From field					
OK Cancel Apply					

Figure 1. Enable Person Names Smart Tag



Figure 2. Person Name Smart Tag

Source: *About smart tags* – Microsoft Office Online – <u>http://office.microsoft.com/en-us/assistance/HP030895601033.aspx</u>

About the smart tags supplied by Microsoft – Microsoft Office online – http://office.microsoft.com/en-us-assistance/HP010447371033.aspx