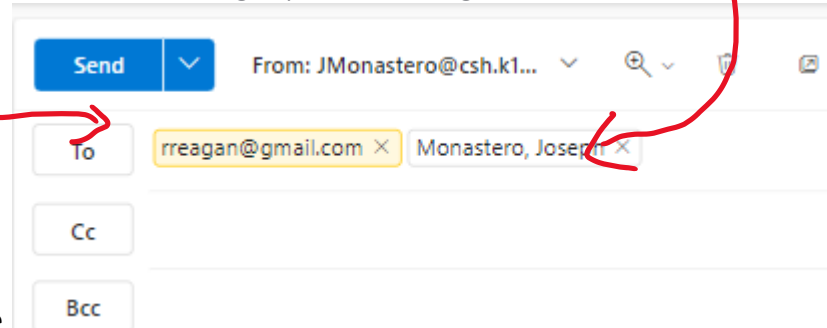


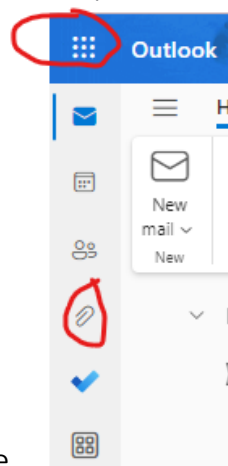
Email Features

Happy Tuesday, and welcome to Tech Tip Tuesday for September 26th, 2023 (Email Features)

1. Email sent to internal (staff) and external has different colors in the "To" field.
 - a. When entering a CSH email address, the name will have a white background.
 - b. Non-CSH addresses have an orange/yellow background.



- a. See Example here
2. All incoming emails from a NON-CSH account start with **[EXTERNAL SENDER]** in the Subject line.
 - a. This feature is an easy way to determine if the email was sent from a staff work account or by someone else.
 - i. Please note that items shared via Google include **[EXTERNAL SENDER]** in the subject line since the email technically comes from Google.
 3. When using the web-based version of [Outlook to access email](#), the paperclip icon located at the top left sidebar allows the user to search emails containing attachments.
 - a. Using the filter feature of the paperclip allows users to narrow the search to select types of attachments and/or a date range.
 4. Also, when using the [web-based version of Outlook](#), you can easily access web versions of your favorite Microsoft programs (Word, Excel, PowerPoint, and more) by selecting the nine-dot box located at the top left of the window.



- a. See Example here