

Outlook

Migrate POP3 email

1. Move or copy .pst folder to \local\path
2. Setup new email address from within Outlook (File → Account Settings) and select the .pst file when setting up the email manually
3. Do not use the \default\path (which is My Documents\Outlook Files) as \local\path, as you might run into unknown errors if doing so

Default mail settings

<html> <table class="table-slist">

```

<tr>
  <td style="width: 35%;">
    <h2>Default Ports:</h2>
  </td>
  <td style="width: 35%;">Server:</td>
  <td style="width: 15%;">Authentication:</td>
  <td style="width: 15%;">Port:</td>
</tr>
<tr>
  <td>SMTP Server (Outgoing Messages)</td>
  <td>Non-Encrypted</td>
  <td>AUTH</td>
  <td>25 (or 587)</td>
</tr>
<tr>
  <td>&nbsp;</td>
  <td>Secure (TLS)</td>
  <td>StartTLS</td>
  <td>587</td>
</tr>
<tr>
  <td>&nbsp;</td>
  <td>Secure (SSL)</td>
  <td>SSL</td>
  <td>465</td>
</tr>
<tr>
  <td>POP3 Server (Incoming Messages)</td>
  <td>Non-Encrypted</td>
  <td>AUTH</td>
  <td>110</td>
</tr>

```

```

    <tr>
      <td>&nbsp;</td>
      <td>Secure (SSL)</td>
      <td>SSL</td>
      <td>995</td>
    </tr>
  </table>

```

</html> [A List of SMTP and POP3 Server](#)

Yahoo mail settings

Incoming Mail (POP) Server - Requires SSL

```

Server - pop.mail.yahoo.com
Port - 995
Requires SSL - Yes

```

Outgoing Mail (SMTP) Server - Requires TLS

```

Server - smtp.mail.yahoo.com
Port - 465 or 587
Requires SSL - Yes
Requires authentication - Yes

```

If your POP client doesn't offer TLS, you'll still be able to use SSL.

Login info - Requires authentication

```

Email address - Your full email address (name@domain.com.)
Password - Your account's password.

```

Clean up mailbox

- [Tips For Cleaning Up Your Mailbox](#)
- [Reduce the size of Outlook Data Files \(.pst and .ost\)](#)
- [How to deal with Outlook Error code 0x8004060C?](#)

Change Calendar sort criteria

Sub FileAs()

```

(Outlook 2003) Dim oFolder As MAPIFolder
(Outlook 2007) Dim oFolder As Folder
Set oFolder = Session.PickFolder

```

```
If oFolder Is Nothing Then Exit Sub
```

```
For Each Item In oFolder.Items  
Dim oContact As ContactItem  
Set oContact = Item  
If Not oContact Is Nothing Then  
If oContact.FirstName = "" Then  
oContact.FileAs = oContact.LastName  
ElseIf oContact.LastName = "" Then  
oContact.FileAs = oContact.FirstName  
ElseIf oContact.LastName <> "" Then  
oContact.FileAs = oContact.FirstName & ", " & oContact.LastName  
End If  
oContact.Save  
Set oContact = Nothing  
End If
```

```
Next
```

```
End Sub
```

reset Outlook folder names to default language of the client

```
Outlook /ResetFolderNames
```

Start Outlook as Administrator

Hold Ctrl-Shift when clicking the Outlook icon.

Delete or archive older calendar items

Over time, all of your saved calendar items might add up to a large number and occupy a large amount of space in your data file. To free some of this space, you can reduce the number of saved items by archiving or deleting them. What do you want to do?

```
Archive your calendar items
```

```
Delete all items on your calendar
```

Archive your calendar items

The archive process deletes items from your data file after first making a backup of the items in another Outlook data file.

```
Click the File tab.
```

Under Mailbox Cleanup, click Cleanup Tools.

Click Archive.

Note: Some organizations turn off the ability for users to create Outlook Data Files (.pst) which are used for archiving items. If you do not see Archive command, your organization may have turned this feature off.

Click Archive this folder and all subfolders.

If you created additional calendars, selecting this setting will archive items from those calendars as well.

In the folder list, click Calendar.

Archive dialog box

In the Archive items older than list, select the date that you want. To archive everything, select a date in the future.

If you want, select the Include items with "Do not AutoArchive" checked check box.

Selecting this check box will archive everything, including items that you marked as exceptions to AutoArchive.

You can accept the file location where the archive file will be saved, or you can browse to a different folder and provide the file name of your choice.

Note: We recommend that you make a note of this location so that you can easily find the archive file later.

Click OK.

The archiving process begins. When you return to the main Outlook view by clicking the Home tab, the Outlook status bar indicates that the archive is in progress.

Archiving status bar

To cancel the archive in progress, click Archiving stop button. Any items that were already archived up to that point will remain in the archive file.

Top of Page Delete all items on your calendar

The process of deleting removes all the items from your data file without making a backup.

Warning: The following steps will delete all items in your calendar, including holidays that are automatically added to the calendar. You can replace default Outlook holidays that are deleted during

these steps, but all other calendar items will be permanently deleted.

In the Navigation Pane, click Calendar.

On the View tab, in the Current View group, click Change View, and then click List.

Click in the item list, and then press CTRL+A.

All items in the list should now be selected.

Press DELETE.

Top of Page

Links

- [Working with Outlook calendar](#)
- [Adding Birthdays and Anniversaries to Outlook's Calendar](#)

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