



# Technology Tips

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*Making Technology Easy to Understand...*

I hope you enjoy this FREE tech tip and step-by-step instructions.

## Outlook Tech Tip #0001

### The File Menu – Accessing [Options]

(This tip is for Microsoft Outlook 2010)

Step #1 - Select **[File]**

Step #2 - Select **[Options]**

Once you have accessed the Options menu, there are "many" items you can use to make Microsoft Outlook work and function the way that is best for you. In this first video tip, I show you how to select the "General" tab, and do some basic functions, i.e. adding your name, initials, and selecting a few features you prefer for using Microsoft Outlook. Take a moment and explore the "General" menu that is located under "Options."