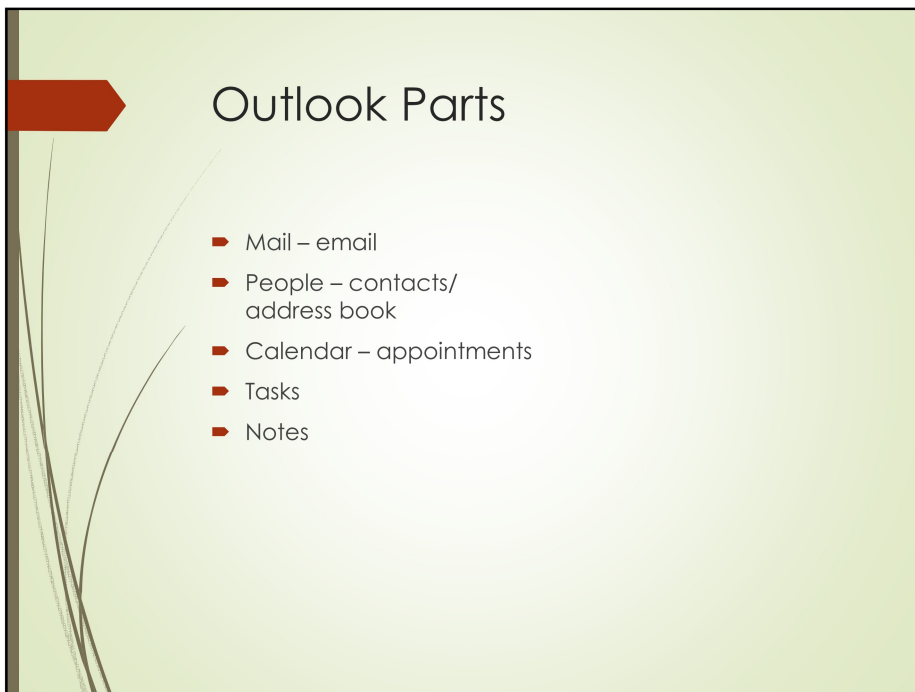


MS Outlook - Part 2

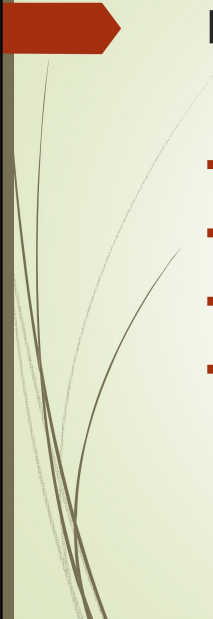
People & Calendar

SCG Feb.1, 2014 Wil Wakely



Outlook Parts

- Mail – email
- People – contacts/ address book
- Calendar – appointments
- Tasks
- Notes



People

- Also known as Contacts or Address Book
- Store ALL info about person or company
- Store emails by individual or by Group
- Search many ways



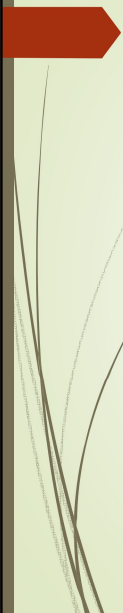
Calendar

- Appointments
 - Single or repeating
 - Time: start and stop
 - Location
 - Notes
 - Color code
 - Set reminder time



Calendar

- View
 - Month
 - Week
 - Day
 - Hour



Outlook has great useful,
daily tools
Try it, I think you will like it

- Thanks for your
attention