MS Outlook - Part 2

People & Calendar

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