



## **Use Outlook Mail to communicate with others inside and outside your company**

- Read mail
- Send mail
- Compose mail by entering text
- Print mail
- Address mail by entering text
- Use mail features (forward, reply, recall)
- Use address book to address mail
- Flag mail messages
- Navigate within mail
- Find messages
- Configure basic mail print options
- Work with attachments
- Add a signature to mail
- Customize the look of mail
- Use mail templates (themes) to compose mail
- Integrate and use mail with other Outlook components
- Customize menu and task bars

## **Use Outlook to manage messages**

- Create folders
- Sort mail
- Set viewing options
- Archive mail messages
- Filter a view

## **Use the Outlook calendar**

- Navigate within the calendar
- Schedule appointments and events
- Set reminders
- Print in calendar
- Schedule multi-day events
- Configure calendar print options
- Customize the calendar view
- Schedule recurring appointments
- Customize menu and task bars
- Add and remove meeting attendees
- Plan meetings involving others
- Save a personal or team calendar as a Web page



- Book office resources directly (e.g., conference rooms)
- Integrate calendar with other Outlook components

### **Navigate and use Outlook effectively**

- Use Outlook Help and Office Assistant.
- Move items between folders
- Navigate between Outlook components
- Modify the Outlook Master Categories List
- Assign items to a category
- Sort information using categories
- Use the Office Clipboard

### **Use Contacts**

- Create, edit, and delete contacts
- Send contact information via e-mail
- Organize contacts by category
- Manually record an activity in a journal
- Link activities to a Contact
- Sort contacts using fields

### **Use Tasks**

- Create and update one-time tasks
- Accept and decline tasks
- Organize tasks using categories
- Assign tasks to others
- Create tasks from other Outlook components
- Change the view for tasks

### **Integrate Office applications and other applications with Outlook components**

- Create and use Office documents inside Outlook

### **Use Notes**

- Create and edit notes
- Organize and view notes
- Customize notes