

Outlook Training: Master Your Email and Calendar

Manage your inbox

- Discover the interface of the inbox
- Manage messaging
- Create and customize your signatures
- Manage your attachments
- Find your emails quickly
- Categorize your messages by categories and personal folders

Manage your appointments and meetings using calendar

- Discover the calendar interface
- Manage appointments
- Send your availability to other people
- Manage multiple calendars
- Plan your time
- Organize meetings
- Calendar options

Manage your tasks

- Discover the task management interface
- Plan your tasks
- Check the progress of your delegated tasks
- View your list of tasks by date
- Group your tasks by category
- The recall window