

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