Microsoft Outlook

1. Customizing Outlook
   1. Allowing Desktop Notifications
   2. Setting Email Signature
   3. Sending Automated Emails
2. Composing an Email
   1. Selecting Recipients
   2. Selecting Font Type
   3. Selecting Font Size
   4. Attaching Pictures
   5. Attaching Documents
   6. Setting Email Importance
   7. Saving a Draft
3. Receiving an Email
   1. Opening Attachments
   2. Saving Attachments
   3. Adding Events to Calendar
   4. Forwarding Email
   5. Moving to Folders
   6. Marking as Junk
   7. Deleting Email
   8. Archiving Emails
   9. Printing Emails
4. Organizing Inbox
   1. Flagging Emails
   2. Pinning Emails
   3. Filtering Email
   4. Searching Emails
   5. Creating Folders
   6. Using Sweep
   7. Using Snooze
   8. Deleting Emails
   9. Emptying the Junk Folder
   10. Emptying Deleted Emails