



Independent
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Mission



ISDM (INDEPENDENT SKILL DEVELOPMENT MISSION)

SETTING UP AN EMAIL ACCOUNT IN OUTLOOK

CHAPTER 1: INTRODUCTION TO OUTLOOK EMAIL

Microsoft Outlook is a popular **email service** used for **sending, receiving, and managing emails** efficiently. It is commonly used in **business, education, and personal communication** due to its professional features.

Why Use Outlook for Email?

- Secure and Reliable** – Advanced security features protect your emails.
- Integrated Calendar & Tasks** – Helps manage schedules and reminders.
- Customizable Inbox** – Filters and folders keep emails organized.
- Cross-Platform Access** – Available on Windows, Mac, Web, and Mobile.

CHAPTER 2: CREATING AN OUTLOOK EMAIL ACCOUNT

2.1 Steps to Create a New Outlook Account

1. Go to the Outlook Website:

- Open a web browser and visit <https://outlook.live.com>.

2. Click on 'Create Free Account'

- You will be redirected to the **Microsoft account sign-up page**.

3. Choose an Email Address:

- Enter a unique email address (e.g.,
yourname@outlook.com).
- Select **@outlook.com** or **@hotmail.com** from the dropdown.

4. Set a Strong Password:

- Use **8+ characters**, including letters, numbers, and symbols.
- Example: Secure@1234

5. Enter Personal Information:

- Provide **your name, birthdate, and country**.

6. Verify Your Identity:

- A verification code will be sent to your **phone number or alternate email**.
- Enter the code to confirm your identity.

7. Complete CAPTCHA Verification:

- Solve a simple puzzle to confirm you are not a robot.

8. Click on 'Next' to Finish Setup

- Your **Outlook email account** is now ready! 

CHAPTER 3: SETTING UP OUTLOOK ON DIFFERENT DEVICES

3.1 Accessing Outlook on the Web

1. Open a web browser and go to <https://outlook.live.com>.
 2. Click **Sign In** and enter your **email and password**.
 3. You will now see your **Outlook inbox**.
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3.2 Setting Up Outlook on Windows

1. Open **Microsoft Outlook App** on your PC.
 2. Click **File > Add Account**.
 3. Enter your **Outlook email address** and click **Connect**.
 4. Enter your **password** and click **Sign In**.
 5. Click **Finish** to complete the setup.
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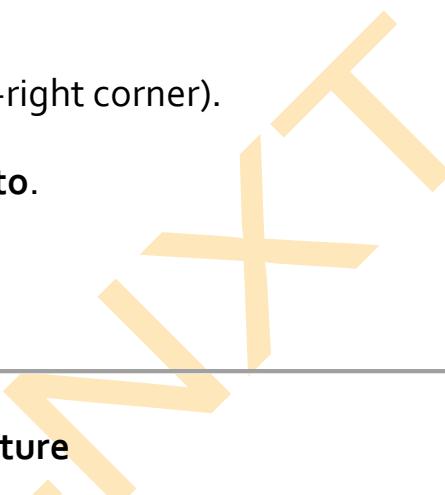
3.3 Setting Up Outlook on Mobile (Android/iOS)

1. Download the **Microsoft Outlook App** from:
 - **Google Play Store (Android)**
 - **Apple App Store (iOS)**
2. Open the **Outlook app** and tap **Get Started**.
3. Enter your **email address** and tap **Continue**.
4. Enter your **password** and tap **Sign In**.

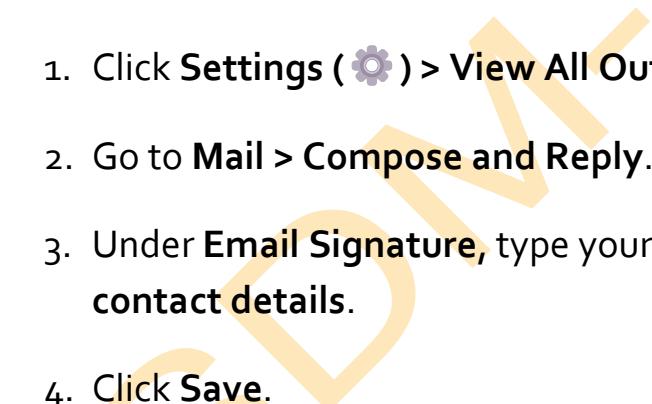
5. Tap Allow Notifications (Optional).
 6. Your email is now set up on mobile! 
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CHAPTER 4: CUSTOMIZING YOUR OUTLOOK ACCOUNT

4.1 Changing Your Profile Picture

1. Click on your **profile icon** (top-right corner).
 2. Select **Edit Profile > Add Photo**.
 3. Upload a **new profile picture**.
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4.2 Creating a Custom Email Signature

1. Click **Settings (⚙️) > View All Outlook Settings**.
 2. Go to **Mail > Compose and Reply**.
 3. Under **Email Signature**, type your **name, designation, and contact details**.
 4. Click **Save**.
- 

 **Example Signature:**
John Doe

Marketing Manager | XYZ Company
 +1-123-456-7890 |  john.doe@outlook.com

4.3 Setting Up Email Filters & Folders

1. Click **Settings (⚙️) > View All Outlook Settings**.

2. Go to **Mail > Rules**.
 3. Click **+ Add New Rule** and name it (e.g., "Work Emails").
 4. Set a condition (e.g., emails from @company.com go to "Work" folder).
 5. Click **Save**.
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CHAPTER 5: MANAGING EMAILS IN OUTLOOK

5.1 Sending an Email

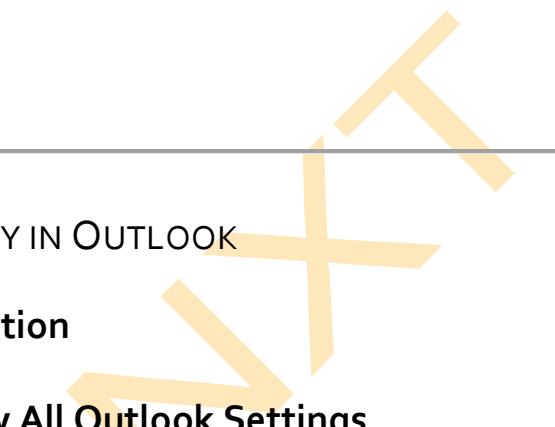
1. Click **New Message**.
2. Enter the **recipient's email address** in the "To" field.
3. Type your **subject** and email content.
4. Click **Send**.

📌 **Tip:** Attach files using **Insert > Attach Files**.

5.2 Organizing Your Inbox

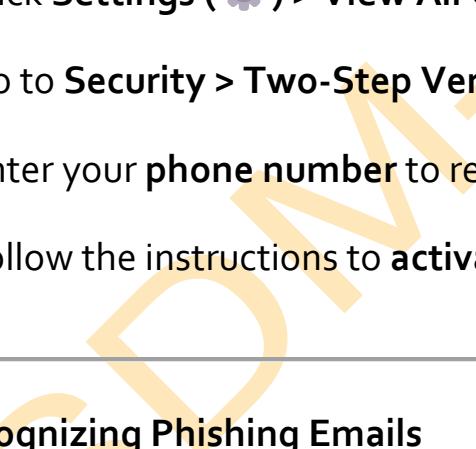
1. **Use Folders** – Click **New Folder** to categorize emails.
 2. **Pin Important Emails** – Click  (Pin icon) for quick access.
 3. **Archive Old Emails** – Use **Archive** to store old but important emails.
-

5.3 Setting Up Automatic Replies (Out of Office)

1. Click **Settings** (⚙️) > **View All Outlook Settings**.
 2. Go to **Mail** > **Automatic Replies**.
 3. Toggle **Turn on Automatic Replies**.
 4. Enter a **message** (e.g., "I'm currently out of the office and will respond soon.").

 5. Click **Save**.
-

CHAPTER 6: SECURITY & PRIVACY IN OUTLOOK

6.1 Enabling Two-Step Verification

1. Click **Settings** (⚙️) > **View All Outlook Settings**.
 2. Go to **Security** > **Two-Step Verification**.
 3. Enter your **phone number** to receive verification codes.
 4. Follow the instructions to **activate** extra security.

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6.2 Recognizing Phishing Emails

⚠️ **Be cautious of fake emails asking for passwords!**

- **Check sender details** before clicking links.
 - **Avoid downloading unknown attachments**.
 - **Report spam** using the "**Report Phishing**" option.
-

CHAPTER 7: CASE STUDY – USING OUTLOOK FOR WORK

Scenario

Lisa, a new employee at a marketing firm, needed to set up her **Outlook account** for professional communication.

Solution

- She **created an Outlook account** with a professional email.
- Set up **folders & filters** to organize client emails.
- Used **email signature & automatic replies** for efficiency.
- Enabled **two-step verification** for security.

Outcome

- ✓ Lisa managed emails efficiently with **folders & filters**.
- ✓ She maintained a **professional email signature**.
- ✓ **Her account was secure** with two-step verification.

CHAPTER 8: EXERCISE – SETTING UP & MANAGING AN OUTLOOK ACCOUNT

1. Multiple Choice Questions

1. What is the official website to create an Outlook email?
 - (a) www.gmail.com
 - (b) www.microsoft.com
 - (c) outlook.live.com
 - (d) mail.yahoo.com

2. Which feature helps organize emails automatically?

- (a) Email Signature
- (b) Email Filters & Folders
- (c) Profile Picture
- (d) Two-Step Verification

3. How do you send an email in Outlook?

- (a) Click "New Message" and enter details
- (b) Click "Archive"
- (c) Go to Security Settings
- (d) None of the above

2. Practical Task: Create & Customize an Outlook Account

1. Create an **Outlook email account**.
 2. Set up a **profile picture & signature**.
 3. Organize **emails using folders & rules**.
 4. Send a **test email to yourself**.
 5. Enable **Two-Step Verification** for security.
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FINAL SUMMARY

- Outlook is a professional email platform with security features.**
- Customizing settings improves email management.**
- Filters, folders, and signatures enhance efficiency.**
- Two-Step Verification keeps your account secure.**

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COMPOSING & SENDING EMAILS

CHAPTER 1: INTRODUCTION TO EMAILS

Email (Electronic Mail) is a **fast and efficient** way to send messages, documents, and multimedia files over the internet. It is widely used for **personal, academic, and professional communication.**

Key Benefits of Emails:

- ✓ Instant communication across the globe.
- ✓ Cost-effective compared to traditional mail.
- ✓ Easily accessible on computers and mobile devices.
- ✓ Supports attachments like documents, images, and videos.
- ✓ Allows formal and structured communication.

To effectively communicate through emails, it is essential to understand **how to compose and send emails properly.**

CHAPTER 2: COMPONENTS OF AN EMAIL

An email consists of different sections that ensure **clarity and professionalism** in communication.

1. **Sender (From):** The email address of the person sending the email.
2. **Recipient (To):** The email address of the person receiving the email.
3. **CC (Carbon Copy):** Sends a copy of the email to other recipients.

4. **BCC (Blind Carbon Copy):** Sends a copy without showing other recipients.
5. **Subject Line:** A short **summary** of the email's purpose.
6. **Body:** The **main content** of the email (message).
7. **Attachments:** Files such as **documents, PDFs, images, or links.**
8. **Signature:** A **pre-set name, contact details, and job title** at the end of an email.

CHAPTER 3: STEPS TO COMPOSE AN EMAIL

Step 1: Open Your Email Client

- Open **Gmail, Outlook, Yahoo Mail, or any other email service.**
- Click on "**Compose**" to create a new email.

Step 2: Enter the Recipient's Email Address

- In the "**To**" field, type the **email address** of the main recipient.
- Use **CC** if you want others to see the message.
- Use **BCC** if you want to hide recipients from each other.

Step 3: Write a Clear Subject Line

- Keep the subject **short and relevant.**
- Example:
 - **Meeting Reminder: Project Discussion at 2 PM**

-  Hey, Just a Quick Note (Too vague)

Step 4: Compose the Email Body

Follow a **formal and structured format**:

(A) Professional Email Example:

 **Subject:** Job Application – Marketing Executive

Dear [Recipient's Name],

I hope this email finds you well. I am writing to apply for the **Marketing Executive** position at [Company Name]. Attached is my resume for your review.

Please let me know if you need any additional information. I look forward to hearing from you.

Best regards,

[Your Name]

[Your Contact Information]

(B) Informal Email Example:

 **Subject:** Family Trip Plan

Hey [Friend's Name],

Hope you're doing great! I wanted to discuss our upcoming **trip next weekend**. Let me know what places you'd like to visit. Looking forward to an amazing time!

Cheers,

[Your Name]

Step 5: Attach Files (If Required)

- Click on **Attach File** () and select documents, images, or PDFs.
- Ensure the file size is within the **email service limit** (usually **25 MB**).

Step 6: Review & Proofread

- Check for **spelling and grammar mistakes**.
- Ensure the **correct email addresses** are entered.
- Verify **attachments** before sending.

Step 7: Click "Send"

Once satisfied, click "**Send**", and the email will be delivered instantly.

CHAPTER 4: EMAIL WRITING TIPS FOR EFFECTIVE COMMUNICATION

4.1: Professional Email Writing Tips

- Use a **clear and relevant subject line**.
- Keep the **tone polite and respectful**.
- Keep the **message brief and to the point**.
- Use **formal greetings and closings**.
- Avoid using **ALL CAPS** (it looks like shouting).
- Always **proofread** before sending.

4.2: Common Email Mistakes to Avoid

- Writing long and unclear emails**.
- Sending emails without a subject line**.
- Forgetting to attach important files**.

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- ✖ Using unprofessional language or emojis in formal emails.
 - ✖ Hitting "Reply All" unnecessarily, which can annoy recipients.
-

CHAPTER 5: REPLYING TO AND FORWARDING EMAILS

5.1: Replying to Emails

- Click "Reply" to respond to the sender.
- Use "Reply All" only when replying to **multiple recipients**.

5.2: Forwarding Emails

- Click "Forward" to send the email to someone else.
 - You can **edit the content** before forwarding.
-

CHAPTER 6: CASE STUDY – WRITING A BUSINESS EMAIL

Scenario:

An employee needs to send an email to the HR department **requesting leave for personal reasons**.

Solution:

➡ **Subject:** Leave Request for [Your Name]

Dear HR Manager,

I hope this email finds you well. I am writing to request **leave from [Start Date] to [End Date]** due to personal reasons. Kindly let me know if you need any additional information.

Looking forward to your approval.

Best regards,
[Your Name]
[Your Designation]

Outcome:

- The **email was clear, polite, and to the point.**
- HR could quickly **process the leave request.**

CHAPTER 7: EXERCISE

7.1: Multiple Choice Questions

1. What is the **maximum file size** allowed for email attachments in Gmail?
 - (a) 5 MB
 - (b) 10 MB
 - (c) 25 MB
 - (d) 50 MB
2. Which email field **hides recipients** from each other?
 - (a) To
 - (b) CC
 - (c) BCC
 - (d) Subject
3. What should a **professional email** always include?
 - (a) Emojis

- (b) A clear subject line
- (c) All caps text
- (d) Informal greetings

7.2: Practical Task

📌 Write an email using the following scenario:

- You are a student requesting **an extension on an assignment** due to illness.
- Send the email to your **teacher** with a **polite and professional tone**.
- Attach a **medical certificate** as proof.

7.3: Short Answer Questions

- What is the purpose of the **CC and BCC fields** in an email?
- How do you **attach a file** to an email?
- What are **three common email mistakes** people should avoid?

EMAIL ATTACHMENTS & SIGNATURES IN OUTLOOK

CHAPTER 1: INTRODUCTION TO EMAIL ATTACHMENTS & SIGNATURES

Email attachments and signatures are essential components of professional email communication. **Attachments** allow users to send files along with an email, while **signatures** add a professional touch by including contact details at the end of emails.

Why Are Attachments & Signatures Important?

- Attachments** enable the sharing of documents, images, and files.
- Signatures** provide professional branding and essential contact details.
- Both **enhance credibility** and **improve communication efficiency**.

Example: A business professional can attach a PDF proposal and include a signature with their company logo and contact details.

CHAPTER 2: ADDING EMAIL ATTACHMENTS IN OUTLOOK

2.1 What Are Email Attachments?

An **email attachment** is a file sent along with an email message. Common attachment types include:

- **Documents** (.docx, .pdf, .xlsx)
- **Images** (.jpg, .png, .gif)

- **Presentations (.pptx)**
- **Compressed Files (.zip, .rar)**

 **Tip:** Keep attachments under **25 MB** to ensure they can be sent smoothly.

2.2 How to Attach a File in Outlook?

1. Open **Microsoft Outlook**.
2. Click **New Message** to compose an email.
3. Click **Attach File** () in the toolbar.
4. Select the file from your **computer or cloud storage (OneDrive)**.
5. Click **Insert** and verify the attachment appears in the email.
6. Add recipients, subject, and message, then click **Send**.

 **Tip:** Always mention in the email body that a file is attached (e.g., "Please find the attached report").

2.3 Attaching Multiple Files & Large Files

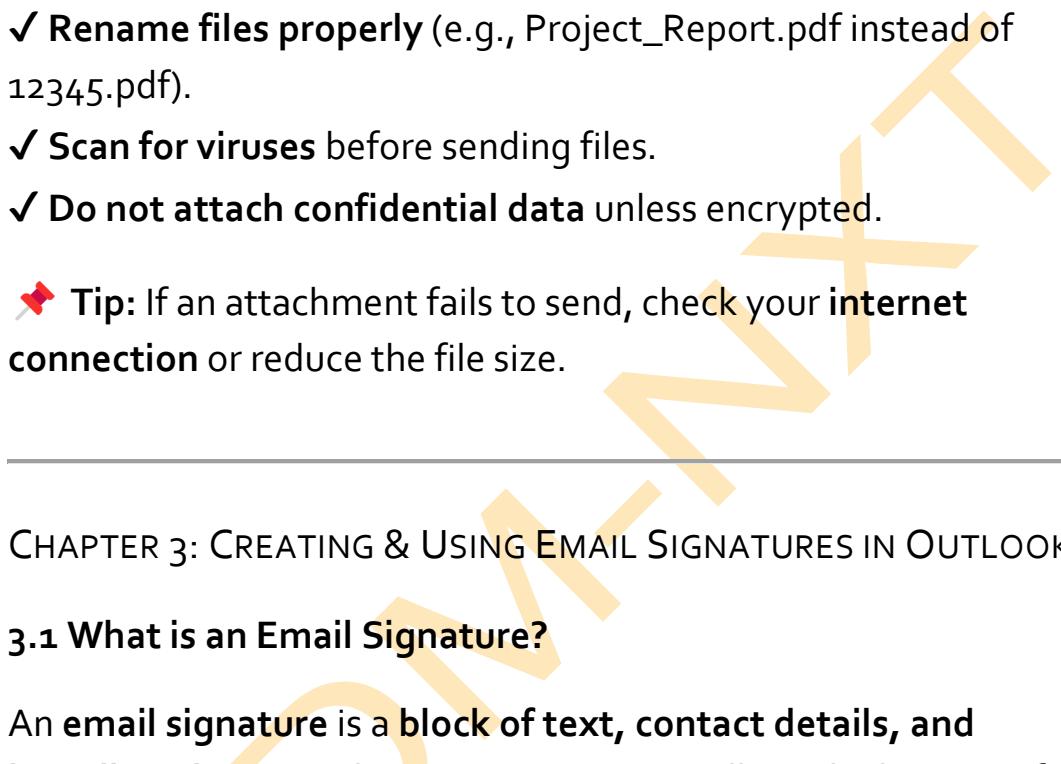
- **For multiple files:** Press **Ctrl (Windows) or Command (Mac)** while selecting files.
- **For large files (>25MB):**
 - Upload the file to **OneDrive or Google Drive**.
 - Share the link instead of attaching the file.

❖ **Tip:** Use WinRAR or ZIP to compress large files before attaching.

2.4 Best Practices for Email Attachments

- ✓ **Check file format** before sending (PDFs are preferred for documents).
- ✓ **Rename files properly** (e.g., Project_Report.pdf instead of 12345.pdf).
- ✓ **Scan for viruses** before sending files.
- ✓ **Do not attach confidential data** unless encrypted.

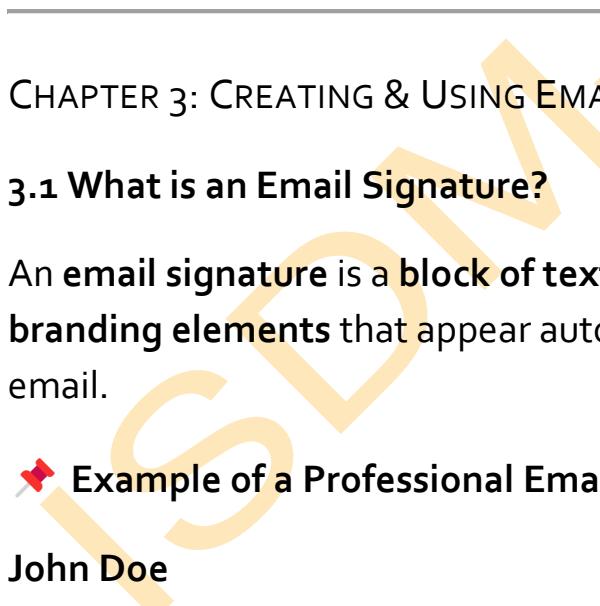
❖ **Tip:** If an attachment fails to send, check your **internet connection** or reduce the file size.



CHAPTER 3: CREATING & USING EMAIL SIGNATURES IN OUTLOOK

3.1 What is an Email Signature?

An **email signature** is a **block of text, contact details, and branding elements** that appear automatically at the bottom of an email.



❖ **Example of a Professional Email Signature:**

John Doe

Marketing Manager | XYZ Company

📞 +1-123-456-7890 | 📩 john.doe@xyz.com

🌐 www.xyz.com

3.2 How to Create an Email Signature in Outlook?

1. Open Microsoft Outlook.
2. Click File > Options > Mail.
3. Under Compose Messages, click Signatures.
4. Click New and enter a signature name.
5. Type your name, job title, company, and contact details.
6. Use formatting tools to bold, italicize, or add colors.
7. Click OK to save the signature.

 **Tip:** You can create multiple signatures (e.g., one for work, one for personal emails).

3.3 Adding a Signature to Emails

- **Automatically:** Set a default signature for all emails.
- **Manually:** Click Insert > Signature and select a saved signature.

3.4 Adding Images & Logos in Signatures

1. Open the Signatures Editor in Outlook.
2. Click the Insert Image () icon.
3. Upload a company logo or personal photo.
4. Resize the image if necessary.
5. Click OK to save.

 **Tip:** Use transparent PNG images for a clean signature look.

CHAPTER 4: CUSTOMIZING EMAIL SIGNATURES FOR DIFFERENT PURPOSES

4.1 Professional Work Signature

- **Includes:** Name, Job Title, Company, Contact Info, and Website.
- **Example:**

📌 Example Signature for Business Email

Sarah Johnson

Sales Director | ABC Corp

📞 +1-987-654-3210 | 📩 sarah@abccorp.com
🌐 www.abccorp.com

4.2 Personal Email Signature

- **Includes:** Name, Social Media Links, and Personal Website.
- **Example:**

📌 Example Signature for Personal Email

Michael Lee

Freelance Graphic Designer

📞 +1-567-890-1234 | 📩 michaellee.design@gmail.com
📷 Instagram: @michael.design | 🌐 www.michaeldesigns.com

📌 **Tip:** Keep personal signatures simple and informal.

4.3 Adding Legal Disclaimers to Signatures

Some companies add a **legal disclaimer** in their email signatures for privacy and security.

📌 Example of a Legal Disclaimer:

"This email and any attachments are confidential. If you are not the intended recipient, please delete the email and notify the sender."

CHAPTER 5: CASE STUDY – EFFECTIVE USE OF EMAIL ATTACHMENTS & SIGNATURES

Scenario

David, a financial analyst, sends reports to clients via email. He needs a **professional signature** and must attach **large financial documents** securely.

Solution

- ✓ Created a **corporate email signature** with his name, job title, and company logo.
- ✓ Used **OneDrive** to send large reports instead of email attachments.
- ✓ Applied a **legal disclaimer** to protect sensitive data.

Outcome

- ✓ **Faster email management** with a professional look.
 - ✓ **Secure document sharing** without attachment size limits.
 - ✓ **Improved brand identity** with a well-designed signature.
-

CHAPTER 6: EXERCISE – APPLY EMAIL ATTACHMENTS & SIGNATURES IN OUTLOOK

1. Multiple Choice Questions

1. What is the maximum file size limit for attachments in Outlook?
 - (a) 5 MB
 - (b) 25 MB
 - (c) 100 MB
 - (d) No limit

2. Where can you create an email signature in Outlook?
 - (a) Insert > Attachments
 - (b) File > Options > Mail > Signatures
 - (c) Home > New Message > Signature
 - (d) Settings > Delete Account

3. Which of the following file formats is **not recommended** for email attachments?
 - (a) PDF
 - (b) DOCX
 - (c) EXE
 - (d) XLSX

2. Practical Task: Create & Attach Files with an Email Signature

1. Create a new email in Outlook.
2. Attach a document (e.g., PDF or Word file).
3. Create a professional email signature with:
 - o Your name and job title.
 - o Your phone number and email address.
 - o A company logo or personal website link.
4. Send a test email to yourself or a friend.

FINAL SUMMARY

- Email attachments allow users to send documents and files efficiently.
- Email signatures add professionalism and contact information.
- Custom signatures can include images, logos, and legal disclaimers.
- Use cloud storage (OneDrive) for large files to avoid size limits.

OFFICE 365 COLLABORATION (TEAMS, ONEDRIVE, SHAREPOINT)

CHAPTER 1: INTRODUCTION TO OFFICE 365 COLLABORATION

Office 365 (now known as **Microsoft 365**) is a cloud-based **productivity suite** that enables teams to work together efficiently. It includes tools like **Microsoft Teams, OneDrive, and SharePoint** for seamless collaboration in workplaces, educational institutions, and remote teams.

Key Benefits of Office 365 Collaboration:

- ✓ **Real-time collaboration** on documents, spreadsheets, and presentations.
- ✓ **Secure cloud storage** for easy access to files anywhere.
- ✓ **Team communication and video meetings** via Microsoft Teams.
- ✓ **Document sharing and version control** with OneDrive and SharePoint.
- ✓ **Integration with other Office apps** (Word, Excel, PowerPoint).

Microsoft 365 provides **flexible and secure collaboration solutions** for modern work environments.

CHAPTER 2: MICROSOFT TEAMS – COMMUNICATION & COLLABORATION

Microsoft Teams is a **messaging and video conferencing** platform that helps users communicate, share files, and collaborate in real time.

Chapter 2.1: Getting Started with Teams

1. Sign in to Teams:

- Open **Microsoft Teams** on your PC, mobile, or web browser.
- Log in with your **Microsoft 365 account**.

2. Join or Create a Team:

- Click **Teams > Join or Create a Team**.
- Select **Create a Team** (for new groups) or **Join** (if invited).

3. Start a Chat or Meeting:

- Click **Chat** to send messages or start a group chat.
- Click **Meet > Start a Meeting** for a video call.

Chapter 2.2: Key Features of Microsoft Teams

- **Text Messaging & Chat** – Send instant messages and group chats.
- **Video Calls & Meetings** – Host virtual meetings with screen sharing.
- **File Sharing** – Upload and edit files directly within Teams.
- **Channels & Tabs** – Organize discussions by topics.
- **Integration with Office Apps** – Edit Word, Excel, and PowerPoint files inside Teams.

Chapter 2.3: Scheduling a Meeting in Teams

1. Click **Calendar > New Meeting**.

2. Add meeting **Title, Date, and Participants.**
 3. Choose "**Teams Meeting**" to generate a meeting link.
 4. Click **Send** to invite attendees.
-

CHAPTER 3: ONEDRIVE – SECURE CLOUD STORAGE

OneDrive is a **cloud storage service** that allows users to **store, sync, and share files** across devices.

Chapter 3.1: Getting Started with OneDrive

1. Access OneDrive:

- Open **OneDrive** via www.onedrive.com or the desktop app.
- Sign in with your **Microsoft 365 account**.

2. Upload Files to OneDrive:

- Click **Upload > Files or Folders**.
- Drag and drop files into OneDrive.

3. Access Files from Anywhere:

- Download the **OneDrive mobile app** to access files on your phone.

Chapter 3.2: Key Features of OneDrive

- **Automatic Backup & Sync** – Files update across all devices.
- **File Sharing** – Share files with a link or email invitation.
- **Version Control** – Restore previous file versions.

- **Offline Access** – Open and edit files without the internet.
- **Security & Encryption** – Protects files with password protection and multi-factor authentication.

Chapter 3.3: Sharing Files in OneDrive

1. Select a file in OneDrive.
2. Click **Share > Enter Email or Copy Link**.
3. Set **Edit or View permissions**.
4. Click **Send** to share the file securely.

CHAPTER 4: SHAREPOINT – TEAM COLLABORATION & DOCUMENT MANAGEMENT

SharePoint is a **web-based platform** used for team collaboration, document sharing, and workflow automation.

Chapter 4.1: Getting Started with SharePoint

1. **Access SharePoint:**
 - Open Microsoft SharePoint via www.office.com.
 - Sign in with your **Microsoft 365 account**.
2. **Create a SharePoint Site:**
 - Click **Create Site > Choose a Site Type (Team or Communication Site)**.
 - Add site **Title and Description**.
 - Click **Finish** to set up the site.

3. Upload & Manage Files:

- Click **Documents > Upload Files**.
- Organize files into folders for team access.

Chapter 4.2: Key Features of SharePoint

- **Team Sites** – Shared workspace for project collaboration.
- **Document Libraries** – Centralized file storage for teams.
- **Custom Workflows** – Automate tasks like approvals and notifications.
- **Permissions & Access Control** – Restrict access to sensitive data.
- **Integration with Teams & OneDrive** – Access SharePoint files in Teams and OneDrive.

Chapter 4.3: Sharing Documents in SharePoint

1. Click on a document in SharePoint.
2. Select **Share > Enter Email or Copy Link**.
3. Set permissions to **Edit or View only**.
4. Click **Send** to share.

CHAPTER 5: OFFICE 365 COLLABORATION IN ACTION

Case Study: Remote Team Collaboration using Office 365

Scenario:

A company with employees working remotely needs a seamless way to **communicate, share files, and collaborate on projects**.

Solution:

- Used Microsoft Teams for daily meetings and chats.
- Stored files in OneDrive for easy access.
- Created a SharePoint site to centralize company documents.
- Set permissions for confidential data to restrict access.

Outcome:

- ✓ Increased productivity and efficiency.
- ✓ Improved file security and accessibility.
- ✓ Reduced email overload with real-time collaboration.

CHAPTER 6: EXERCISE

6.1: Multiple Choice Questions

1. What is the primary function of Microsoft Teams?
 - (a) Cloud storage
 - (b) Video conferencing and chat
 - (c) Document editing
 - (d) Website development
2. Which Office 365 tool is best for storing personal files?
 - (a) OneDrive
 - (b) Teams
 - (c) SharePoint
 - (d) Excel

3. How do you **schedule a meeting** in Microsoft Teams?

- (a) Go to Calendar > New Meeting
- (b) Click on Chat > Start a Call
- (c) Email a meeting request
- (d) Upload a meeting file

6.2: Practical Task

- **Create a Microsoft Teams meeting** and invite a team member.
- **Upload a file to OneDrive** and share it via email.
- **Create a SharePoint team site** and upload a document.

6.3: Short Answer Questions

- What are the **differences between OneDrive and SharePoint?**
- How can Microsoft Teams improve **remote work collaboration?**
- Describe how to **share a file securely in OneDrive.**

TIME MANAGEMENT WITH OUTLOOK CALENDAR

CHAPTER 1: INTRODUCTION TO OUTLOOK CALENDAR

Microsoft Outlook Calendar is a powerful **time management tool** that helps users **schedule meetings, set reminders, and organize tasks efficiently**. It is widely used in business, education, and personal planning.

Why Use Outlook Calendar?

- Schedules meetings and appointments seamlessly.**
- Syncs across devices (PC, mobile, web).**
- Sends automatic reminders for events.**
- Integrates with emails and contacts.**
- Helps track deadlines with tasks and to-dos.**

📌 **Example:** A project manager can schedule weekly team meetings with automatic email notifications.

CHAPTER 2: ACCESSING OUTLOOK CALENDAR

2.1 How to Open Outlook Calendar

1. **On the Web:** Go to <https://outlook.live.com/calendar>.
2. **On Desktop App:** Open Outlook, click on **Calendar** at the bottom.
3. **On Mobile:** Open the **Outlook App**, tap on the **Calendar icon**.

2.2 Understanding the Outlook Calendar Interface

- **Navigation Pane** – Shows different calendar views (Day, Week, Month).
- **Calendar Grid** – Displays scheduled meetings, tasks, and events.
- **Taskbar** – Helps add, edit, or delete events.

📌 **Tip:** Use the "Week" view for better planning instead of the "Day" view.

CHAPTER 3: CREATING AND MANAGING CALENDAR EVENTS

3.1 How to Create a New Event

1. Open Outlook Calendar.
2. Click **New Event** (or **New Appointment** on desktop).
3. Enter **event title** (e.g., "Team Meeting").
4. Select **date and time**.
5. Add **location (if applicable)**.
6. Click **Save** or **Send** (for meetings with others).

📌 **Example:** Scheduling a doctor's appointment on **March 15 at 10:00 AM**.

3.2 Editing or Deleting Events

- **To edit:** Click on the event, update details, and click **Save**.

- **To delete:** Right-click the event and select **Delete**.

📌 **Tip:** If it's a recurring event (e.g., weekly meeting), choose "Delete This Event" or "Delete Series".

CHAPTER 4: USING REMINDERS & NOTIFICATIONS

4.1 Setting Up Reminders

1. Open an **existing or new event**.
2. Click on **Reminder** and select time (e.g., **15 minutes before**).
3. Save the event.

4.2 Adjusting Notification Preferences

1. Go to **Settings** (⚙️) > **Calendar** > **Notifications**.
2. Enable **email** and **pop-up reminders**.

📌 **Tip:** Use **5-minute reminders** for short tasks and **1-hour reminders** for meetings.

CHAPTER 5: SCHEDULING MEETINGS & SENDING INVITATIONS

5.1 How to Schedule a Meeting

1. Open **Outlook Calendar** and click **New Meeting**.
2. Enter **meeting title** and **agenda**.
3. Add **attendees' email addresses**.
4. Choose **date, time, and location**.

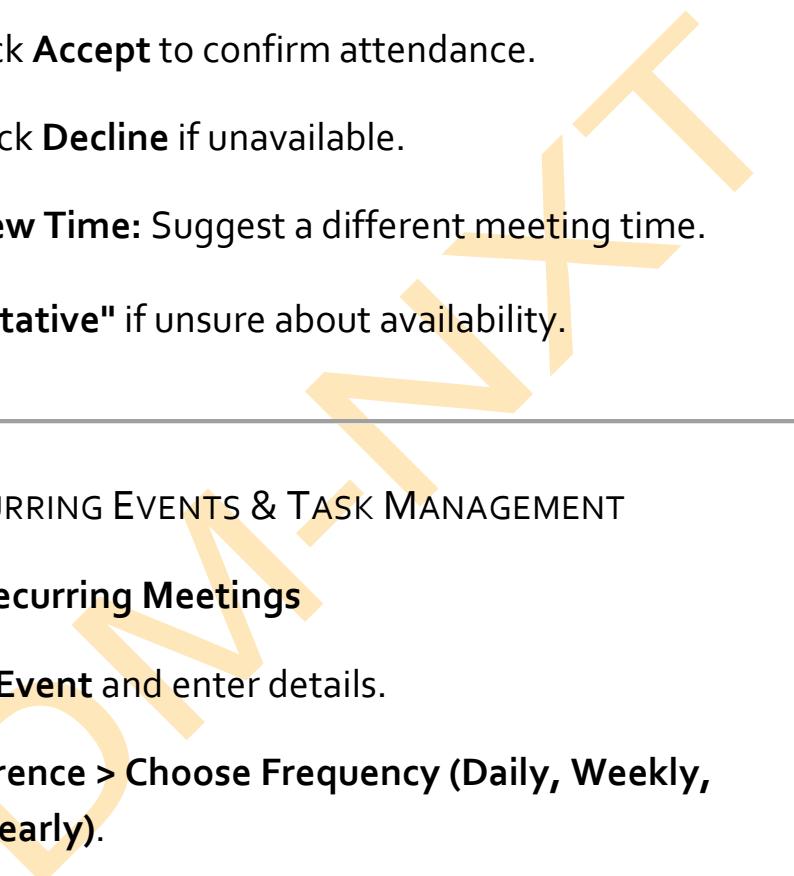
5. Click **Send** to notify participants.

📌 **Example:** Scheduling a **Zoom meeting** with clients on Friday at **2:00 PM**.

5.2 Accepting or Declining Meeting Invitations

- **Accept:** Click **Accept** to confirm attendance.
- **Decline:** Click **Decline** if unavailable.
- **Propose New Time:** Suggest a different meeting time.

📌 **Tip:** Use "**Tentative**" if unsure about availability.



CHAPTER 6: RECURRING EVENTS & TASK MANAGEMENT

6.1 Setting Up Recurring Meetings

1. Open **New Event** and enter details.
2. Click **Recurrence > Choose Frequency (Daily, Weekly, Monthly, Yearly)**.
3. Click **Save & Send Invitation**.

📌 **Example:** Scheduling a **weekly team meeting** every **Monday** at **9:00 AM**.

6.2 Managing Tasks in Outlook Calendar

1. Open **Outlook Calendar**.
2. Click **Tasks (To-Do List)**.

3. Enter **task name, deadline, and priority level**.
4. Mark as **Completed** when finished.

 **Tip:** Set reminders for important tasks to avoid missing deadlines.

CHAPTER 7: INTEGRATING OUTLOOK CALENDAR WITH OTHER TOOLS

7.1 Syncing with Google Calendar

1. Open **Outlook Calendar**.
2. Click **Settings > Add Calendar > From the Web**.
3. Enter your **Google Calendar URL** and click **Import**.

7.2 Using Outlook Calendar with Microsoft Teams

1. Open **Microsoft Teams**.
2. Click **Calendar Tab > New Meeting**.
3. Schedule a meeting and send invites via Outlook.

 **Tip:** Use **Teams** for virtual meetings directly from Outlook Calendar.

CHAPTER 8: CASE STUDY – MANAGING A WORK SCHEDULE WITH OUTLOOK CALENDAR

Scenario

Lisa, a project manager, needs to manage multiple meetings, deadlines, and team schedules efficiently.

Solution

- ✓ Scheduled **weekly team meetings** using **recurring events**.
- ✓ Used **reminders** for important deadlines.
- ✓ Integrated **Outlook Calendar with Teams** for virtual meetings.
- ✓ Created **task lists** for better time management.

Outcome

- ✓ **Increased productivity** and reduced missed deadlines.
- ✓ **Organized team schedules** with fewer conflicts.
- ✓ **Seamless collaboration** using Outlook and Teams integration.

CHAPTER 9: EXERCISE – IMPROVE YOUR TIME MANAGEMENT WITH OUTLOOK CALENDAR

1. Multiple Choice Questions

1. Which Outlook feature helps schedule meetings?
 - (a) Inbox
 - (b) Calendar
 - (c) Contacts
 - (d) Notes

2. How can you receive reminders for upcoming meetings?
 - (a) Use pop-up notifications
 - (b) Set email alerts
 - (c) Enable both pop-up and email reminders
 - (d) None of the above

3. What option allows you to schedule weekly recurring meetings?

- o (a) One-time event
- o (b) Task list
- o (c) Recurrence setting
- o (d) Delete event

2. Practical Task: Use Outlook Calendar for Time Management

1. Schedule a meeting in Outlook with:

- o **Title:** "Project Discussion"
- o **Date & Time:** Tomorrow at 3:00 PM
- o **Attendees:** Your team members
- o **Reminder:** 30 minutes before
- o **Location:** Office Conference Room

2. Set up a recurring event for a weekly team meeting.

3. Sync your Outlook Calendar with your mobile device.

FINAL SUMMARY

- Outlook Calendar helps manage schedules, meetings, and tasks.**
- Reminders and notifications improve time management.**
- Recurring events reduce manual scheduling efforts.**

- ✓ **Integration with Teams and Google Calendar enhances productivity.**

ISDM-NxT

 **ASSIGNMENT:**

 DRAFT AND SEND A FORMAL EMAIL TO A TEACHER WITH AN ATTACHED ASSIGNMENT.

ISDM-NxT

STEP-BY-STEP GUIDE: DRAFTING AND SENDING A FORMAL EMAIL TO A TEACHER WITH AN ATTACHED ASSIGNMENT

Step 1: Open Your Email Account

1. Log in to your **email account** (Gmail, Outlook, Yahoo, etc.).
 2. Click on "**Compose**" to create a new email.
-

Step 2: Enter the Teacher's Email Address

1. In the "**To**" field, type your teacher's **official email address** (e.g., teachername@school.edu).
 2. Use **CC (Carbon Copy)** if you want to copy another recipient (like a subject coordinator).
 3. Avoid using **BCC (Blind Carbon Copy)** in formal emails unless necessary.
-

Step 3: Write a Clear Subject Line

A subject line should be **short and informative**. Examples:

- Assignment Submission – [Course Name] – [Your Name]**
- Submission of [Assignment Name] – [Due Date]**
- Hey, here's my work!** (Too informal)
- Assignment** (Too vague)

Step 4: Compose the Email Body

A formal email should have the following structure:

1. Greeting

- Use a polite salutation such as:
 - Dear [Teacher's Name],
 - Respected [Professor's Last Name],

2. Introduction

- Start with a polite **opening sentence** and mention your **name, course, and purpose of the email**.

3. Body – Main Content

- Clearly state **what you are submitting** and mention the **attached file**.
- If needed, **mention any special instructions or clarifications** about the assignment.

4. Closing Statement & Signature

- Politely conclude the email with a **thank you** or **request for confirmation**.
- Add your **full name, student ID (if required), and contact details**.

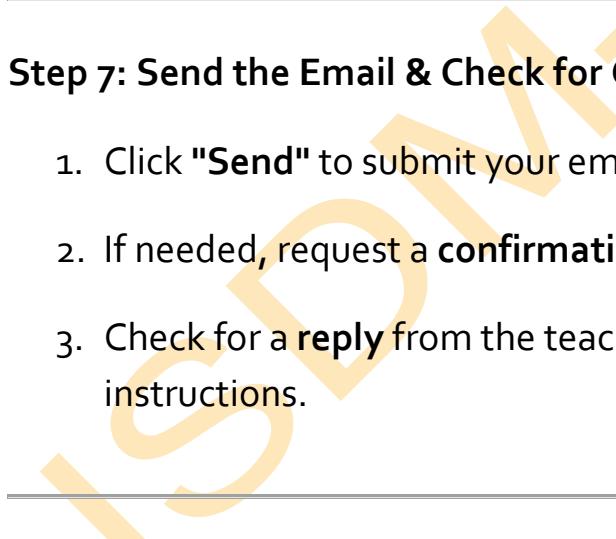
Step 5: Attach the Assignment File

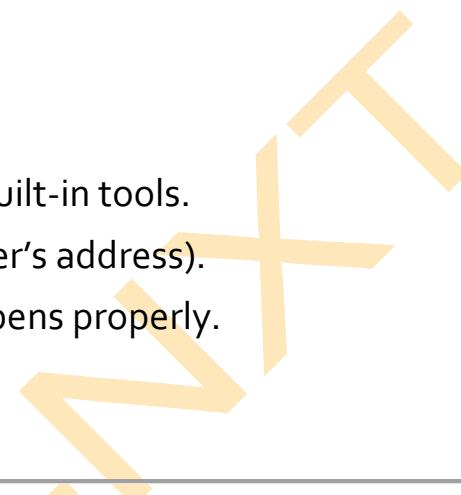
1. Click on "Attach File" ( Paperclip Icon).

2. Select the **correct file** from your device.
 3. Ensure the file is in the **required format** (e.g., .docx, .pdf).
 4. Rename the file **properly** before attaching (e.g., John_Doe_History_Assignment.pdf).
-

Step 6: Review and Proofread

Before sending, check:

- Spelling and grammar** using built-in tools.
 - Correct recipient email** (teacher's address).
 - Attachment is included** and opens properly.
 - Polite and professional tone.**
- 



Step 7: Send the Email & Check for Confirmation

1. Click "Send" to submit your email.
 2. If needed, request a **confirmation of receipt** in the email.
 3. Check for a **reply** from the teacher in case of further instructions.
-

Example: Formal Email to a Teacher with an Assignment Attachment

📌 **Subject:** Assignment Submission – English Literature – John Doe

Dear Professor Smith,

I hope you are doing well. I am **John Doe, a student of your English Literature class (Section A)**. I am submitting my **final assignment**

on "Shakespeare's Influence on Modern Literature", which is due on [Due Date].

Please find the attached document named "**John_Doe_English_Assignment.pdf**". Let me know if you need any modifications or additional information.

Thank you for your time and guidance. I look forward to your feedback.

Best regards,

John Doe

Student ID: 123456

Email: johndoe@example.com

Final Checklist Before Sending 

- ✓ Subject line is clear and professional.
- ✓ Email is addressed politely to the teacher.
- ✓ Proper introduction and purpose stated.
- ✓ Assignment file is attached and named correctly.
- ✓ Spelling and grammar are correct.
- ✓ Email is signed with name and student details.