

A screenshot of the Microsoft Outlook Tasks view. The left sidebar shows navigation options like My Day, Important, Planned, Assigned to me, and Tasks (which is selected). The main area displays a list of tasks:

Title	Due Date	Importance
Second task		☆
Completed 1		☆
First-task		★

A screenshot of the Microsoft Outlook Groups creation dialog. The left sidebar shows Home, View, Help, and Groups (which is selected). The main area displays a "New group" form:

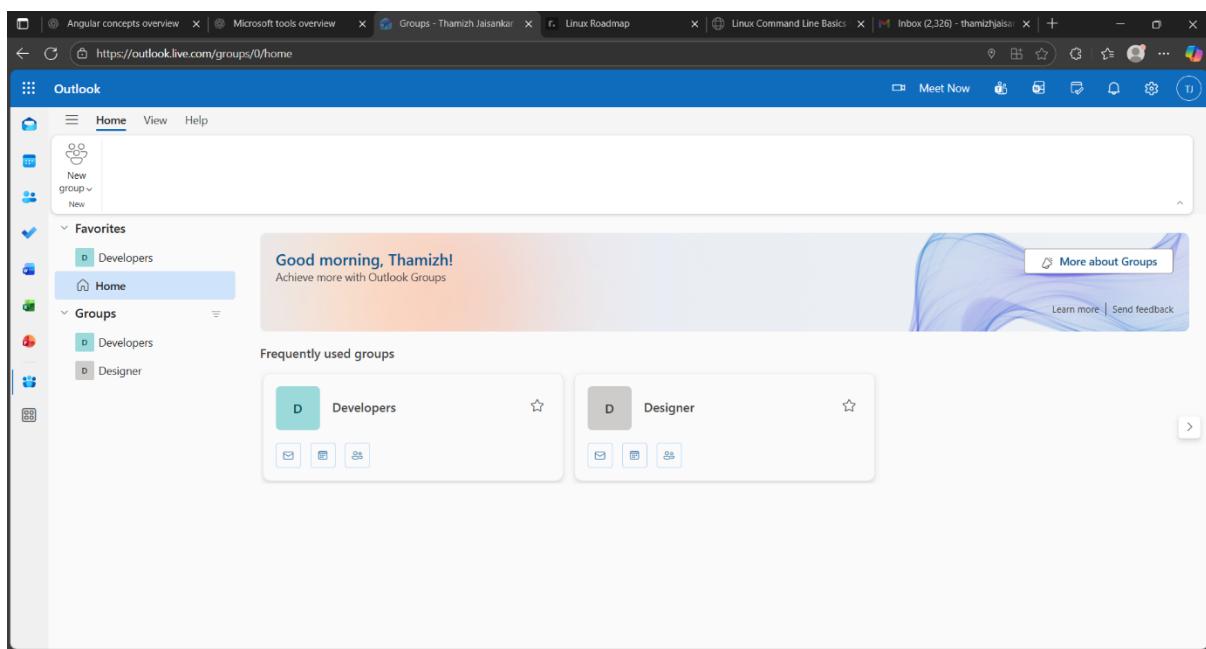
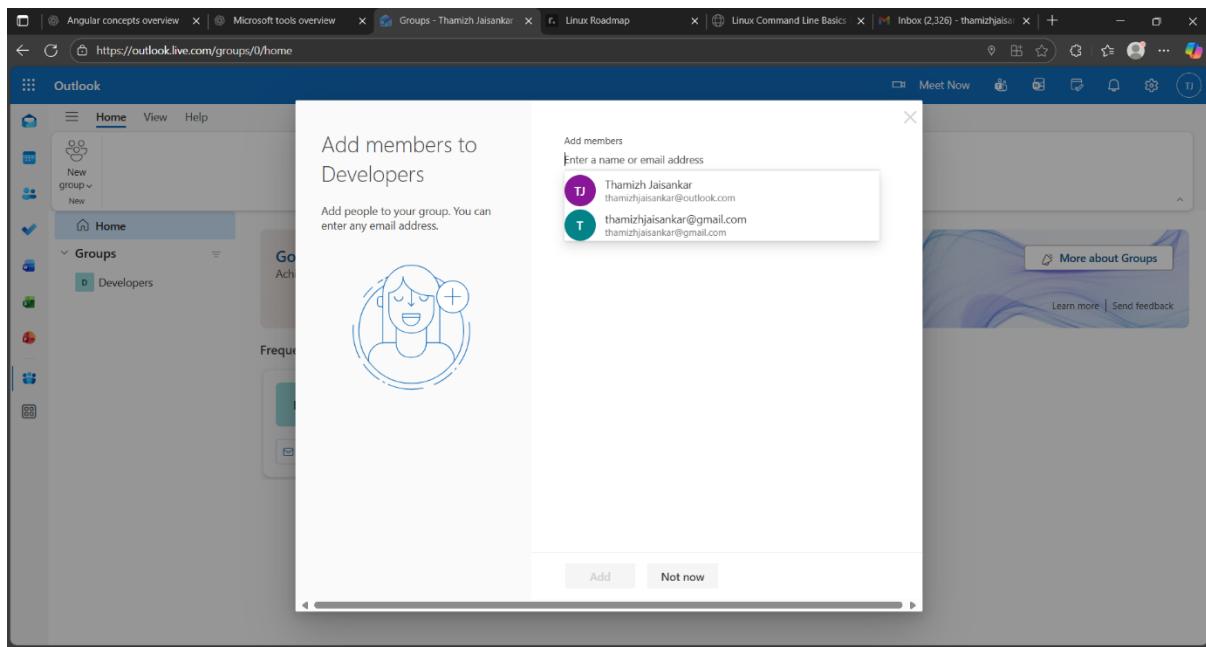
New group

Working together on a shared goal? A group gives you a space for sharing conversations and files, scheduling events, and more.

Group name: Developers

Description: Collaborate with teams

Buttons: Create, Discard



The screenshot shows the Microsoft Outlook web interface at <https://outlook.live.com/people/0/>. The left sidebar is titled 'Outlook' and includes sections for 'New contact', 'Edit', 'Delete', 'Restore', 'Favorites', 'All contacts' (which is selected), 'All contact lists', 'Deleted', and 'Categories'. A message box on the left says 'Turn on to start using the new Contacts features. [Learn more](#)'. The main area displays a contact card for 'airtel live(AL)'. The card has a large circular icon with 'AL' and the text 'airtel live(AL) External'. Below the card are tabs for 'Overview', 'Contact' (which is selected), 'Files', 'Messages', and 'LinkedIn'. Under the 'Contact' tab, there is 'Contact information' with a mobile number '54321' and a 'Categories' section containing 'vivo 1820 (contacts)'. At the bottom right of the card is a 'Edit contact' button.