

## CHAPTER – 14



# MS OUTLOOK

# INTRODUCTION



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## Microsoft Outlook

Connect, organize, and get things done with free personal email and calendar.

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**Email and calendar, together in one place**

Send, receive, and manage your email. Use Outlook's built-in calendar to keep track of appointments and events.

# Setup Outlook



## Set up and use Outlook

After installing your Microsoft 365 apps, you'll next be able to configure Outlook to start using email, calendar, and contacts.

1. Open Outlook.
2. Enter your Microsoft 365 email address, and then select **Connect**.

Email address

you@yourcompany.com

Advanced options ▼

Connect

No account? [Create an Outlook.com email address to get started.](#)

3. Enter any additional email addresses that you want to use and then select **Next**.
4. If prompted, enter a password, and then select **Sign in**.
5. After all your accounts have been added, choose if you want to set up Outlook mobile or wait until later.
6. Select **Done**. It can take several minutes for Outlook to download your email and other data.

# Setup Outlook



1. Go to Outlook > **File** > **Add account**.
2. Type in your gmail.com email address, select **Connect**, and select **Done**.

3. Select the gmail.com account > **File** > **Open & Export** > **Import/Export**.
4. Select **Export to a file** > **Outlook Data File (.pst)** > **Next**.

5. Make sure to select the gmail.com email, select **Include subfolders**, and then select **Next**.

# Import Gmail .pst to Outlook



## Step 2: Import Gmail .pst file to Microsoft 365 account in Outlook

1. In Outlook, go to **File > Open & Export > Import/Export > Import from another program or file > Outlook Data File (.pst) > Next.**
2. Select **Replace duplicates with items exported**, browse and select a location to save the .pst folder, and then select **Open.**
3. Select **Import items into the same folder**, and then choose your Microsoft 365 account from the list.
4. Select **Finish.**

# Migrate Contacts from Google to Microsoft 365



## Step 1: Export Gmail contacts

- 1.From your Gmail account, choose **Gmail** > **Contacts**
- 2.Select **More** > **Export**.
- 3.Choose the contact group you want to export.
- 4.Choose the export format **Outlook CSV**.
- 5.Choose **Export**.

Export contacts ?

- ☐ Selected contacts (0)
- ☒ Frequently contacted (51) ▼

Export as

- ☐ Google CSV
- ☒ Outlook CSV
- ☐ vCard (for iOS Contacts)

[Cancel](#) [Export](#)

- 6.When prompted, choose **Save As**, and browse to a location to save the file.

# Signature Add in Microsoft



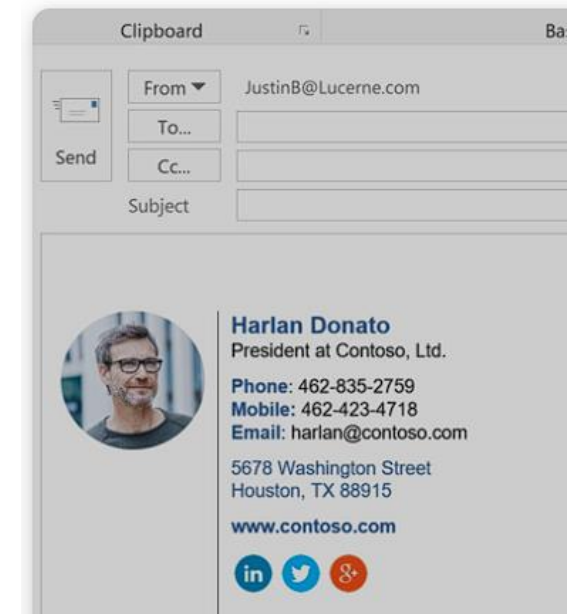
## Start with the template

1. Download the email signature gallery template.
2. After you have downloaded the template, open it in **Word**.
3. Choose any signature you like, select all the elements in the signature and select **Copy**.
4. Open **Outlook** and select **New Email**.
5. Paste the copied signature in the email message body. You can personalize your signature by [changing the photo or logo](#) or [adding hyperlinks to your website or social profile](#).

## 6.Note

7. When you download and open the signature template, it may open in Protected View in Word. To edit the template, you'll need to select **Enable Editing**.
8. After you have personalized your signature, you need to save your signature to keep using it in all your outgoing email.
9. Select all the elements of the signature, right-click and choose **Copy**.
10. In the **Include** group, select **Signature** and choose **Signatures** from the **Message** menu.
11. Choose **New** and type a name for your signature. For example: "Business" or "Personal".
12. In the **Edit signature** field, right-click and select **Paste**. Your signature is now displayed in the field.
13. Just below the edit signature field select **Save**.

## See how it's done



# Create Send, Received Email in Outlook



## Here's how to stay connected

### Create and send email

1. Choose **New Email** to start a new message.
2. Enter a name or email address in the **To**, **Cc**, or **Bcc** field.  
If you don't see **Bcc**, see [Show, hide, and view the Bcc box](#).
3. In **Subject**, type the subject of the email message.
4. Place the cursor in the body of the email message, and then start typing.
5. After typing your message, choose **Send**.

### Use @mentions to get someone's attention

1. In the body of the email message or calendar invite, enter the **@** symbol and the first few letters of the contact's first or last name.
2. When Outlook offers you one or more suggestions, choose the contact you want to mention.  
By default, their full name is included. You can delete a portion of the mention, for example, everything other than the person's first name.
3. The mentioned contact is added to the **To** line of the email or the meeting invite.

### Focused Inbox

Focused Inbox helps you focus on the emails that matter most. It separates your inbox into two tabs—

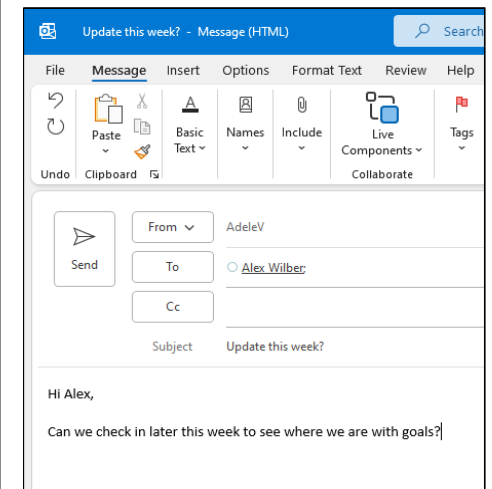
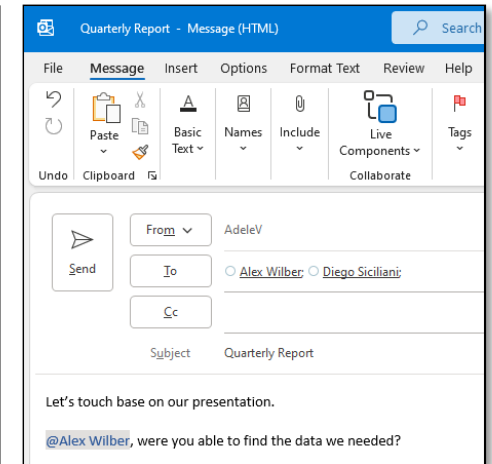
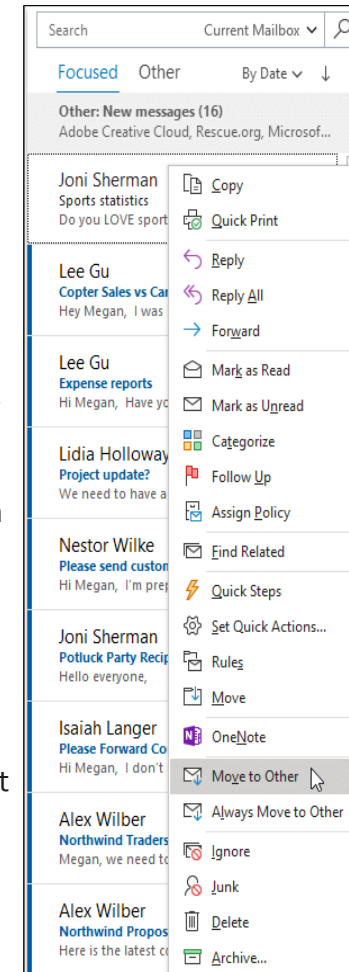
#### Focused and Other.

If messages aren't sorted the way you like, you can move them and set where to deliver future messages from that sender.

1. Select the **Focused** or **Other** tab.
2. Right-click the message you want to move and select **Move to Other** or **Move to Focused**.

To turn the Focused Inbox on or off:

- Select **View > Show Focused Inbox**.





# Homework



Q1. What is MS Outlook?

Q2. Tell 5 Features of Outlook.

Q3. Why Outlook is Used ?

Q4. Is Gmail Different From Outlook? If Yes, Tell 3 Points?

Q5. What is Flag System in Outlook?