

## **Outlook**

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## Chapter 1. What is Outlook

# Chapter 2. How to Schedule a meeting in Outlook

We will learn how to Schedule a meeting in Outlook

You can use outlook to schedule your meeting more effectively

1. Open Microsoft Outlook
2. Press Calendar Icon
3. Press "New Meeting" option
4. Select the people that you want to be concluded in this meeting
5. Select the time for which you want this meeting to be scheduled
6. Press "Send" button

The Meeting is created

You can use this when you want to scheduly a meeting

# Chapter 3. How to write a email in Outlook

We will learn how to Write an email in Outlook

You can use Outlook to write different emails to your co-workers

1. Open Microsoft Outlook
2. Press "New Email" option in Home page
3. Select the person to which you want to send the email
4. Write down your email
5. Press "Send"

The email is sent properly

You can use this function to send different types of emails

# Chapter 4. How to observe your calendar in Outlook

We will learn how to observe out calendar's in outlook

You can use Microsoft Outlook to observe your Scheduled meetings through your Calendar

1. Open Microsoft Outlook
2. Press the Calendar Icon
3. Observe your Calendar and your Scheduled Meetings for the Week

Calendar is Opened correctly and meetings are Scheduled

You can use Microsoft Outlook to observe your Scheduled meetings through your Calendar

# Chapter 5. How to reply to an email in Outlook

We will learn how to reply to an email using Outlook

You can use Outlook to reply to different types of emails that you have recieved

1. Open Microsoft Outlook
2. Select the email which you want to reply to
3. Press "Reply" Icon in Home page
4. Write down your email that you want to send
5. Press "Send" option

Email to reply is sent correctly

You can use this function to reply to different types of emails quickly

# Chapter 6. How to create your signature in Outlook

We will learn how to create our Signatures in Outlook

You can create your signature in Outlook to be more recognizable for the other people

1. Open Microsoft Outlook
2. Press "File"
3. Press "Options"
4. Select "Mail"
5. Press "Signatures" Button
6. Write down your Signature in "Edit Signature" Tab
7. Press "Ok"

Your signature is created Successfully

You can create your signature in Outlook to be more recognizable for the other people