

Outlook

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Chapter 1. Information for Microsoft Outlook

What is Microsoft Outlook.

Microsoft Outlook is a personal information manager software system from Microsoft, available as a part of the Microsoft Office suite. Though primarily an email client, Outlook also includes such functions as replying to an email, writing an email, observing your calendar and your scheduled meetings, scheduling meetings, creating your online signature.



Outlook

Related information

https://en.wikipedia.org/wiki/Microsoft_Outlook

Chapter 2. Communication via email

How to reply to an email in Outlook.

In this task we will learn how to reply to an email using Outlook.

You need to have installed Outlook on your machine.

This task can help you to reply to different types of emails that you have received.

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.

The email to which you replied is sent correctly and successfully!

You can use this function when you want to reply to an email quickly!

Related information

<https://support.microsoft.com/en-us/office/create-reply-to-or-forward-email-messages-in-outlook-com-5a240eb5-8840-4146-b5e8-b078dce6e5e4>

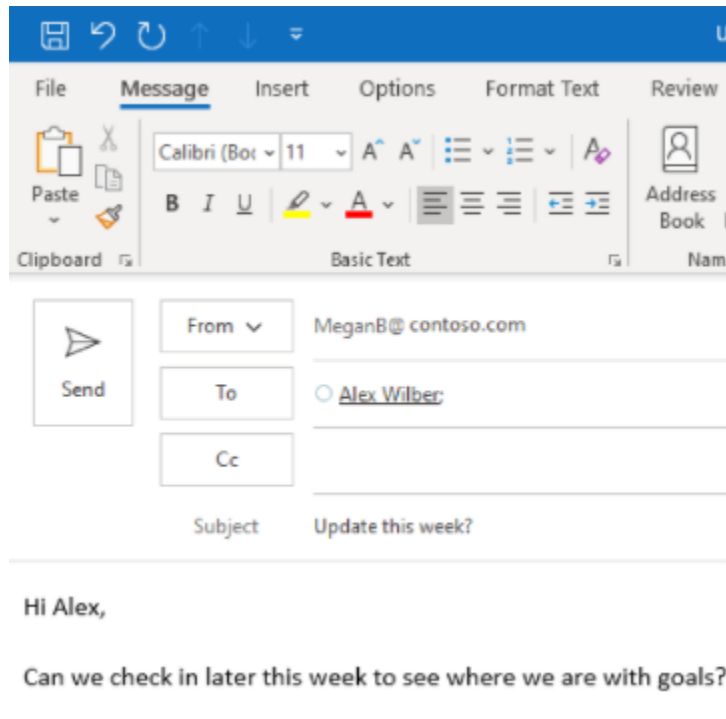
How to write an email in Outlook.

In this task we will learn how to write an email in Outlook.

You need to have installed Outlook on your machine.

This task can help you to write different emails to your co-workers, friends, etc..

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".



All the fields are filled correctly and the email is sent successfully to the person to which you want to send it!

You can use this function when you want to send emails to your friends, co-workers, etc..

Related information

<https://support.microsoft.com/en-us/office/create-and-send-email-in-outlook-19c32deb-08b6-4f90-a211-02bc5f77f360>

Chapter 3. Meeting creation and observation

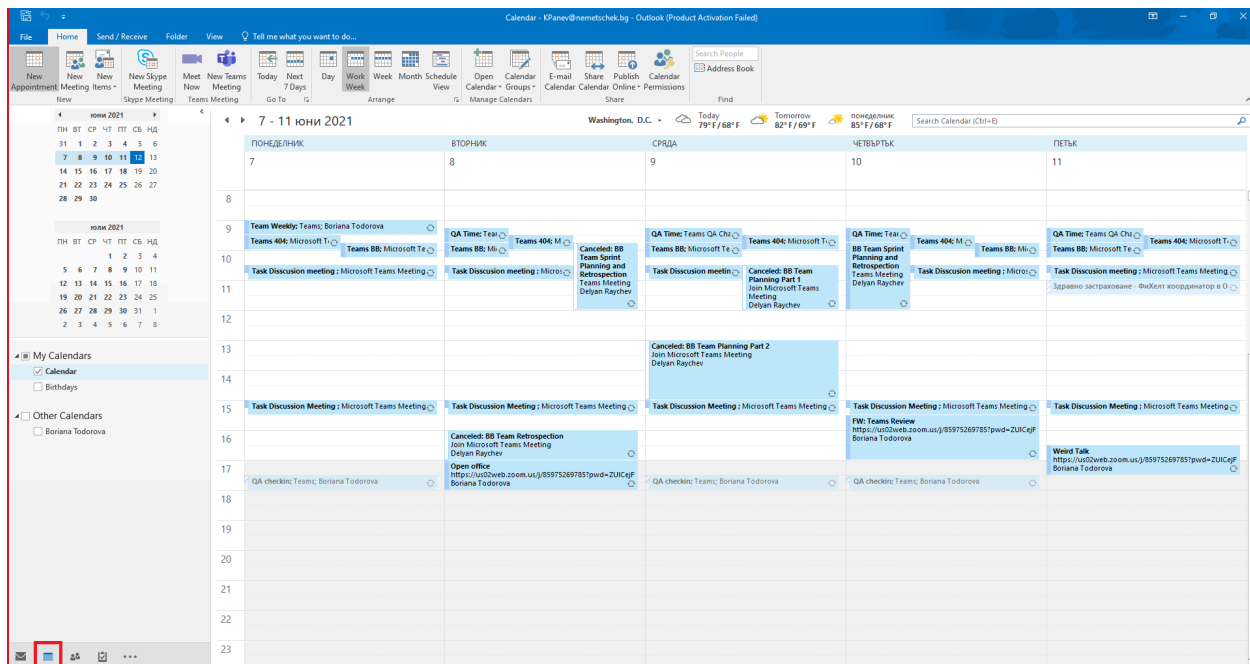
How to observe your calendar and your scheduled meetings in Outlook.

In this task we will learn how to observe our calendar and our scheduled meetings in Outlook.

You need to have installed Outlook on your machine.

This task can help you 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 successfully!

You can use this function when you want to observe your scheduled meetings through your calendar.

Related information

<https://guides.downstate.edu/c.php?g=654922&p=4870541#:~:text=To%20display%20a%20quick%20view,side%20of%20the%20Home%20Screen.>

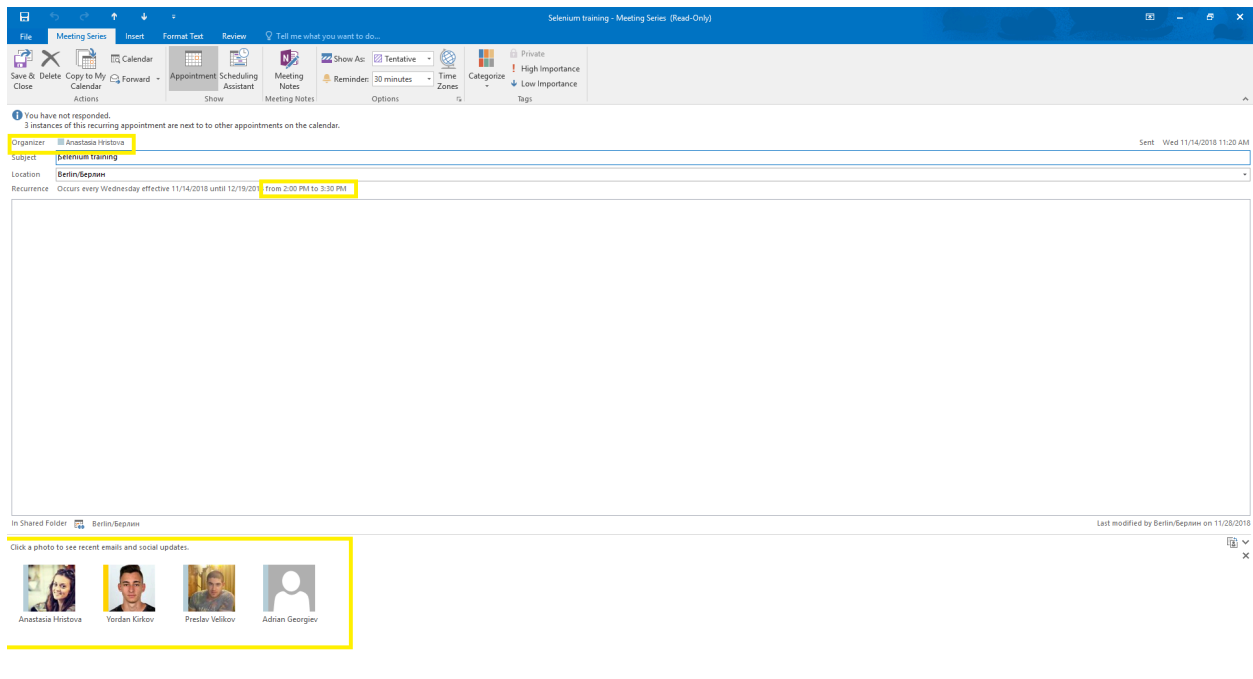
How to schedule a meeting in Outlook.

In this task we will learn how to schedule a meeting in Outlook.

You need to have installed Outlook on your machine.

This task can help you to schedule your meeting more effectively.

1. Open Microsoft Outlook.
2. Press calendar icon.
3. Press "New Appointment" 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.



All the people and all the fields are selected correctly, and your meeting is scheduled successfully!

You can use this function when you want to schedule a meeting.

Related information

<https://support.microsoft.com/en-us/office/schedule-a-meeting-with-other-people-5c9877bc-ab91-4a7c-99fb-b0b68d7ea94f>

Chapter 4. Online signature

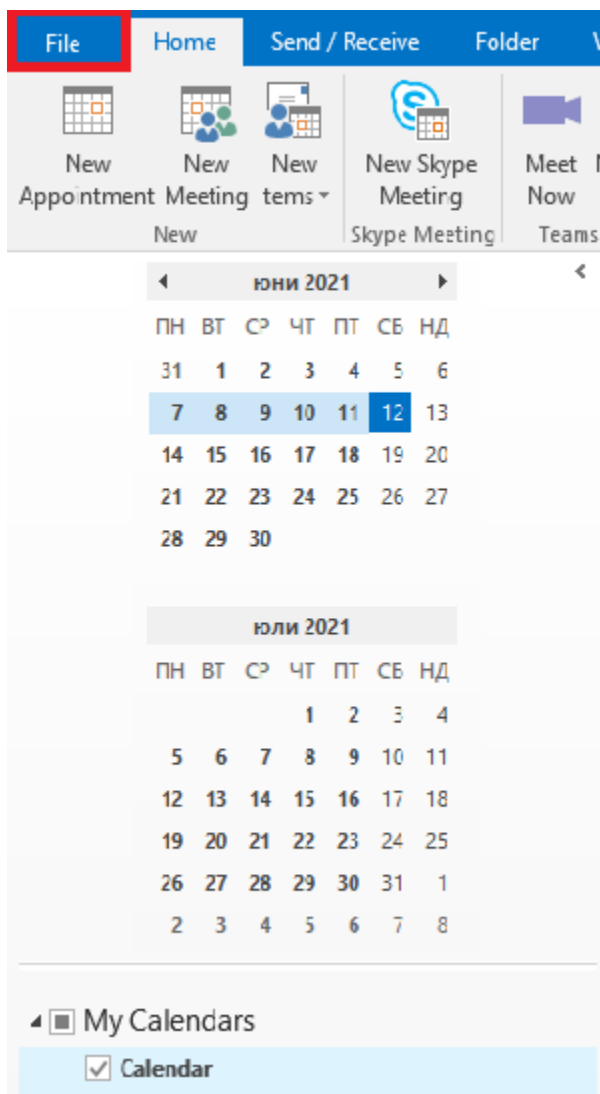
How to create your online signature in Outlook.

In this task we will learn how to create our online signature in Outlook.

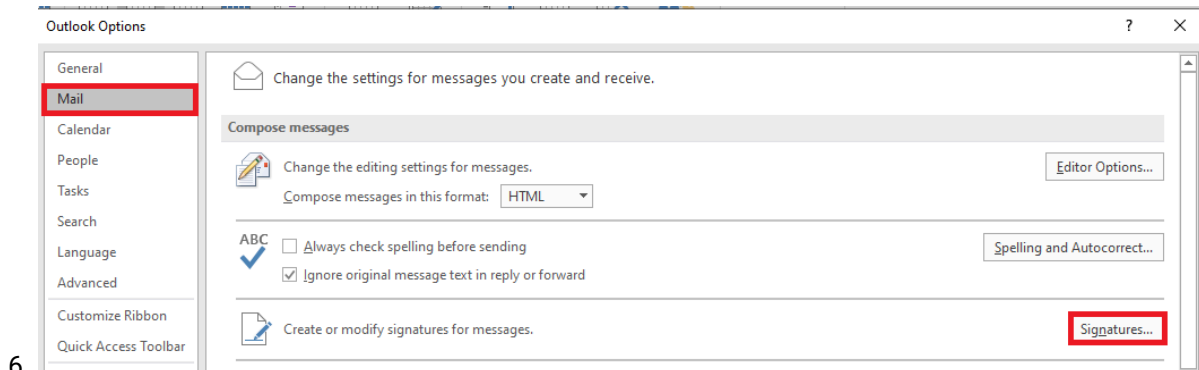
You need to have installed Outlook on your machine.

This task can help you to be more recognizable for the other people, when you write emails to them.

1. Open Microsoft Outlook.
2. Press "File".



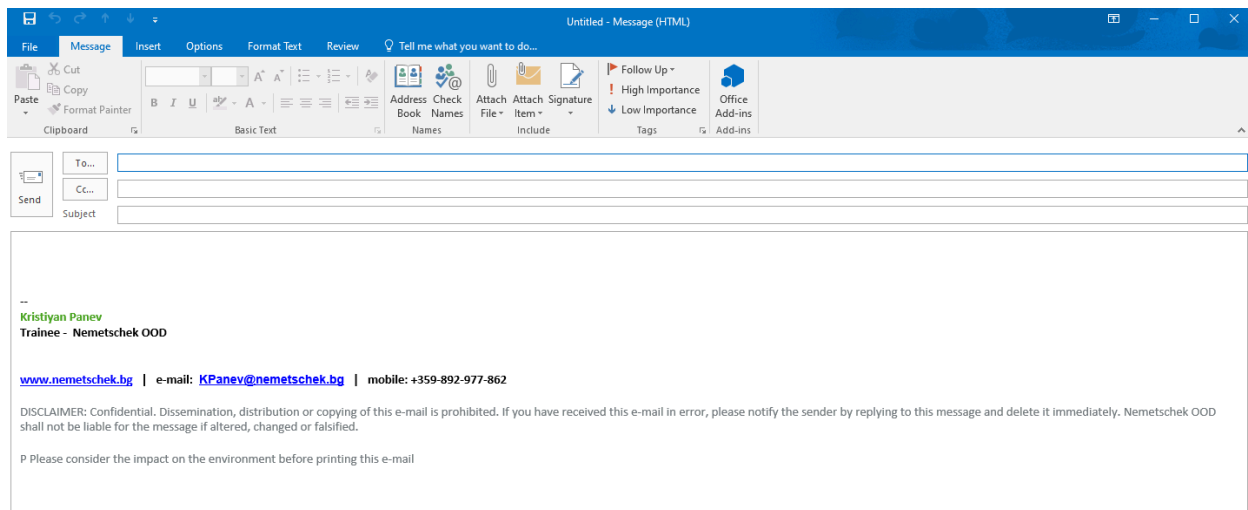
- 3.
4. Press "Options".
5. Select "Mail", and press "Signatures" button.



6.

7. Write down your signature in "Edit Signature" tab and press "Ok".

The online signature that you created is created successfully and when you go to write an email to someone, the online signature is visualised correctly!



You can create your online signature in Outlook when you want to be more recognizable for the other people.

Related information

<https://support.microsoft.com/en-us/office/create-and-add-an-email-signature-in-outlook-on-the-web-5ff9dcfd-d3f1-447b-b2e9-39f91b074ea3>