

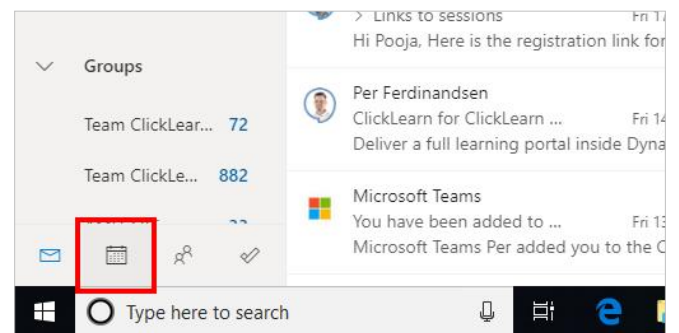
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# 1. Calendar Management

## 1.1. Scheduling a New Event

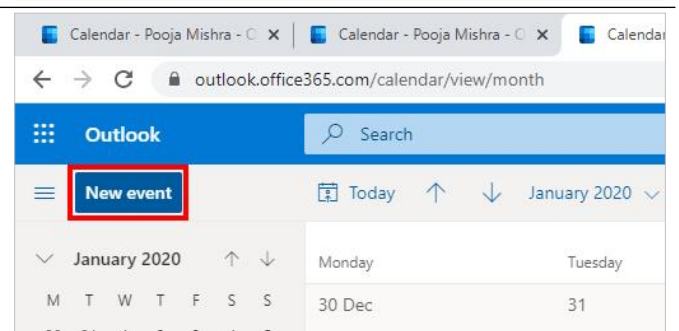
Scheduling an appointment for yourself or setting up a meeting is just a matter of few clicks with Web Outlook. To add a new event, follow the steps below.

Click on the link **Calendar**

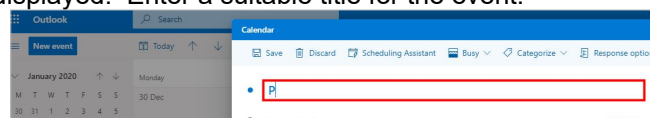


Click on the button **New event**

The New Event window is displayed. Enter a suitable title for the event.



The New Event window is displayed. Enter a suitable title for the event.



1. Click on the input field **Add a title** - Enter **Add a title**.

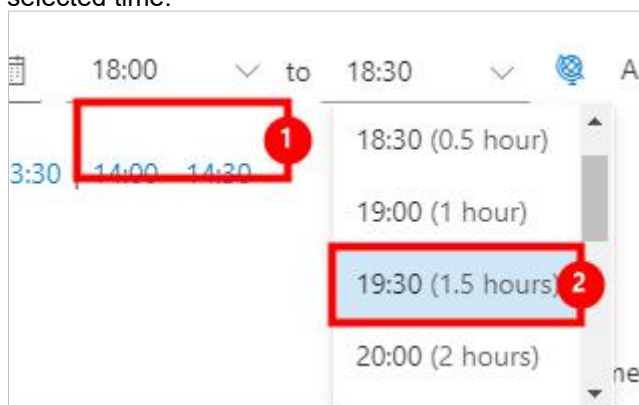
Add the participants whom you want to invite for the event. You can either type the names or search and select from the user list.

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1. Click on the input field **Invite attendees**
2. Click on the button **Per Ferdinandsen pfe@clicklearn.com**
3. Click on the button **Pooja Mishra pom@clicklearn.com**

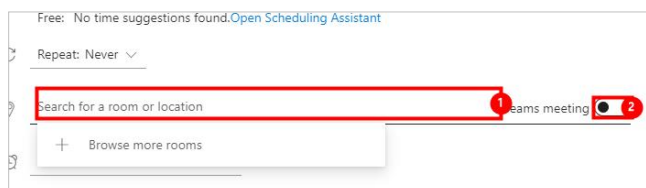
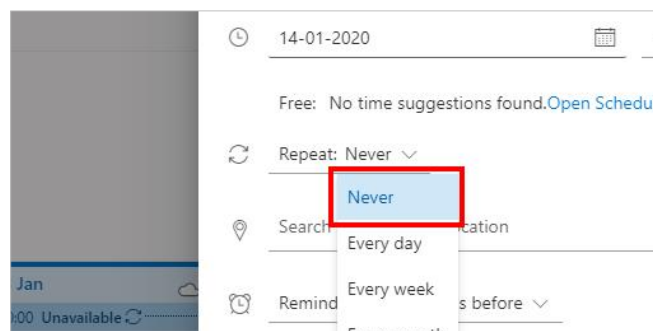
Set up a time for the event or meeting. The Outlook calendar shows whether all the participants for the meeting are available at the selected time.



1. Click on the button **18:00**
2. Click on the button **19:30**

Specify the time interval at which you want the event to recur. If it is one time event, you can select the "Never" option.

Click on the button **Never**

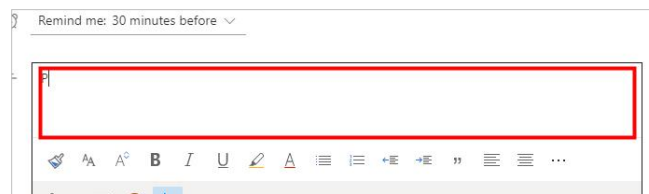
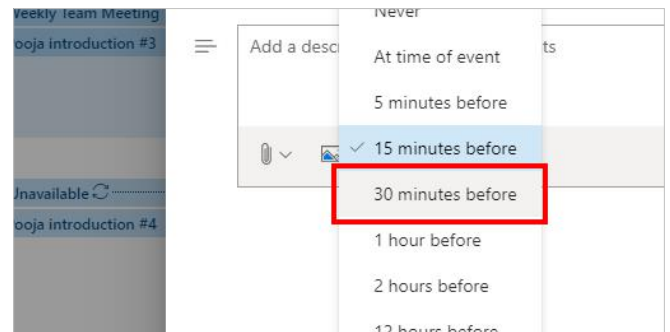


1. Specify the location or the venue for the event. Outlook Web needs access to your location to display the list of available rooms.  
Click on the input field **Search for a room or location**
2. You can also opt for a Microsoft Teams meeting if the participants are based at different geographical locations.

Click on the button **Teams meeting**

Set up a reminder for the event.

Click on the button **30 minutes before**



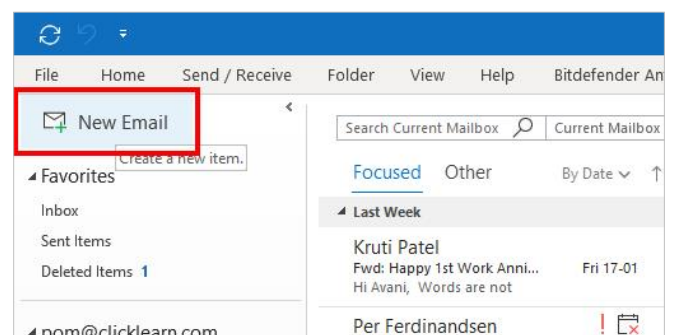
1. Enter any relevant description or details about the event that you might want to share with the participants, such as the Meeting agenda.  
Click on **Add a description or attach documents** - Enter **Add a description or attach documents**.

## 2. Email Management

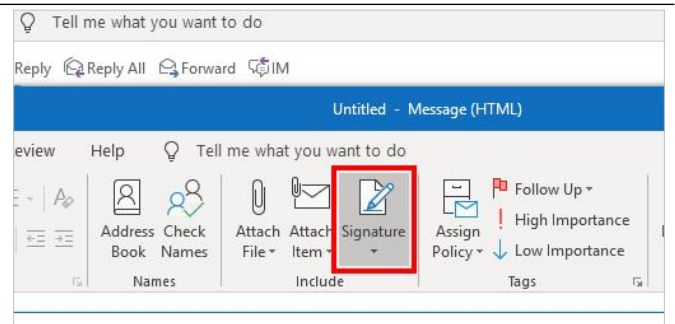
### 2.1. Creating a New Signature

In Outlook, you can create one or more personalized signatures for your email messages. Based on your settings, signatures are automatically added to all outgoing messages or you can create your signature and add it to messages on a case-by-case basis.

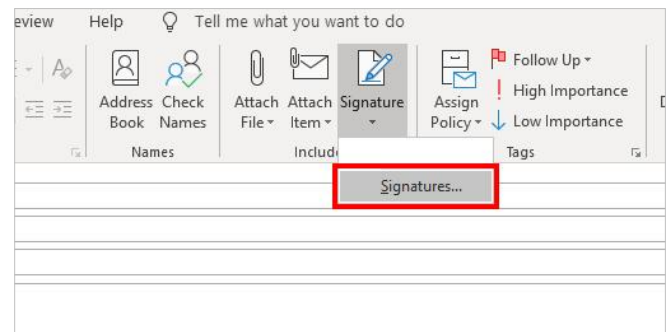
Click on the button **New Email**.



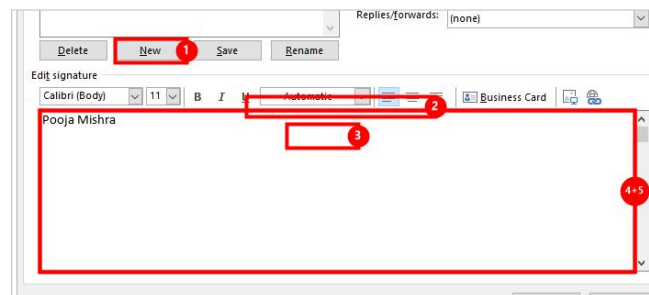
Click on the drop down button **Signature**.



Click on the menu **Signatures....**

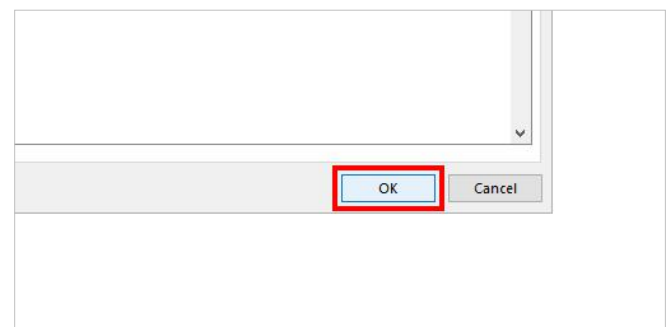


Follow the steps below to create a new signature and add text for it.



1. Click on the button **New**. You may also press **Alt+N**.
2. Click on the input field **Type a name for this signature:**. You may also press **Alt+T**. - Enter **Type a name for this signature:**.
3. Click on the button **OK**.
4. Click on the input field **Edit signature**. You may also press **Alt+T**. - Enter **Edit signature**. Press the **Enter** key.
5. Enter **Edit signature**.

Click on the button **OK**.



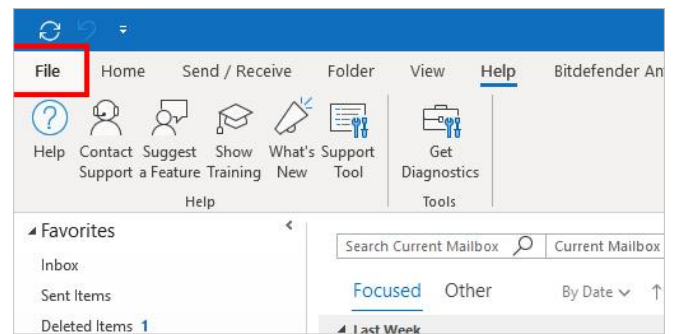
## 2.2. Sending Automatic Replies

In Outlook, you can create and turn on Automatic Reply when you are on leave and want to let people know that you will be slow in replying to their emails.

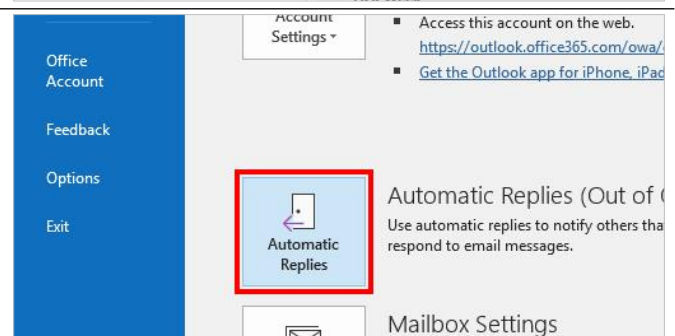
Follow the steps below to do this.

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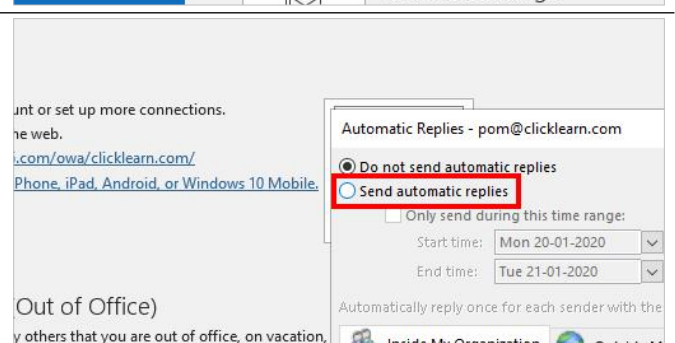
Click on the button **File Tab**.



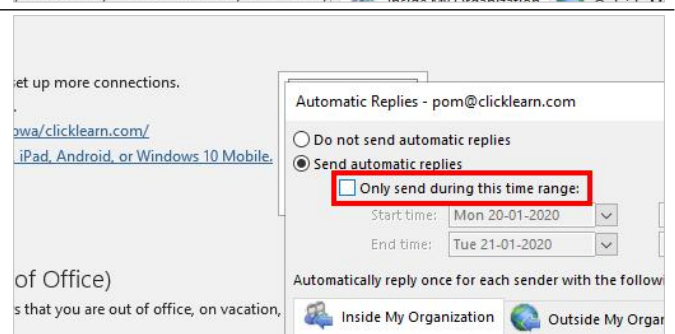
Click on the button **Automatic Replies....**

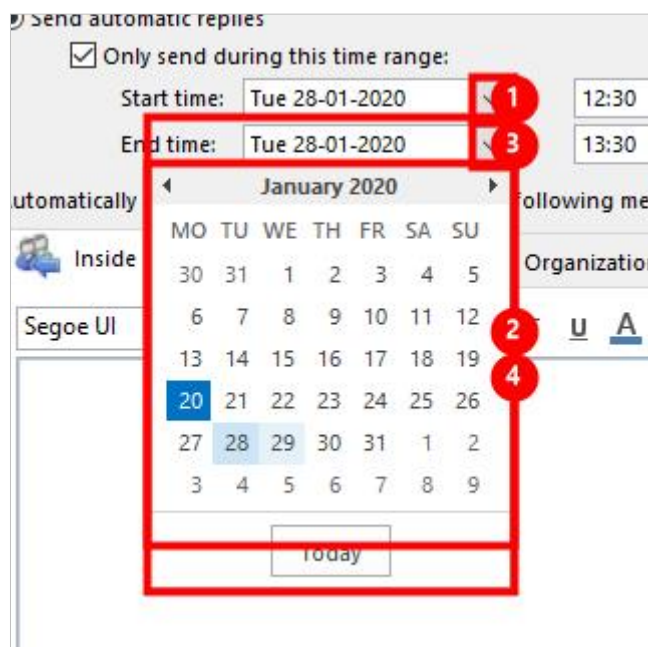


Click on the radio button **Send automatic replies**.  
You may also press **Alt+S**.



Click on the checkbox **Only send during this time range**.  
You may also press **Alt+O**.  
Select the date range when you want to send the automatic reply.

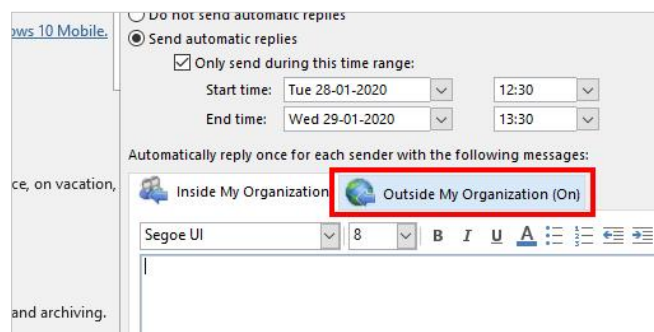




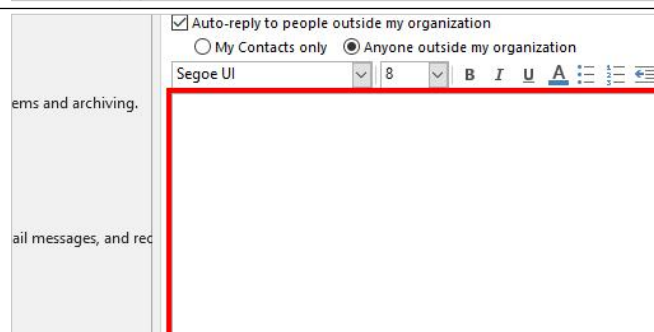
1. Click on the button **Date Picker**.
2. Click on **Selected 01-01-1601, Monday**.
3. Click on the button **Date Picker**.
4. Click on **Selected 01-01-1601, Monday**.

Select whether you want to send the Auto Reply inside your organization or to your contacts outside the organization.

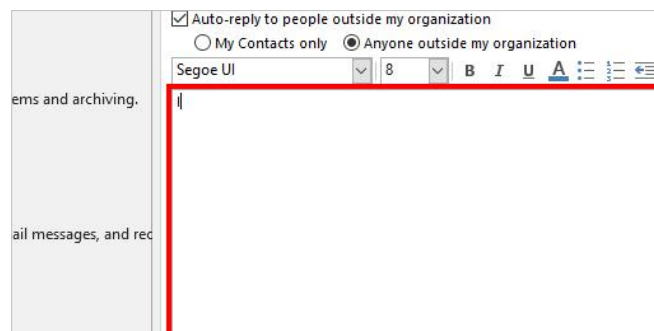
Click on the tab **Outside My Organization (On)**.



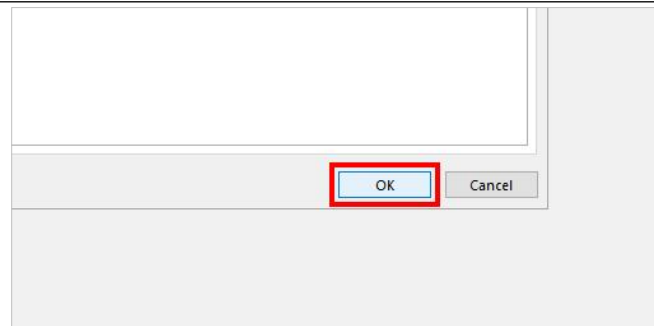
Click on the input field **Auto-reply message for people outside my organization**.  
Enter the text for your Auto Reply message.



Enter **Auto-reply message for people outside my organization**. Press the **Enter** key.



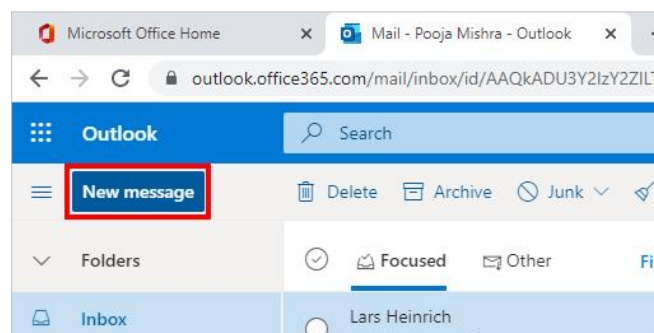
Your Auto Reply message is created.  
Click on the button **OK**.



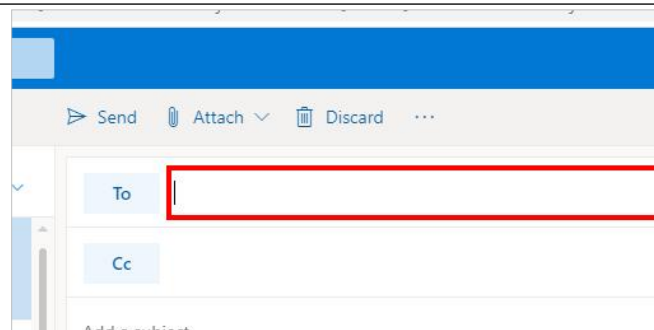
## 3. New book

### 3.1. OutlookWeb

Click on the button **New message**

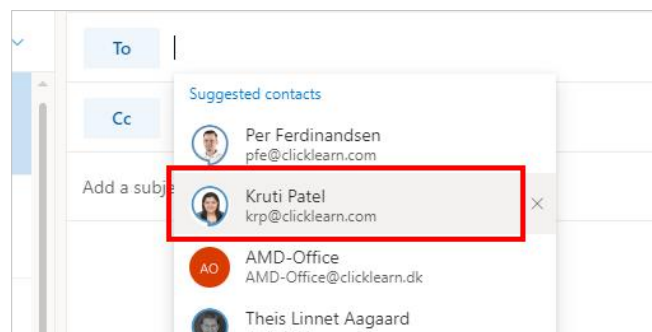


Click on the input field

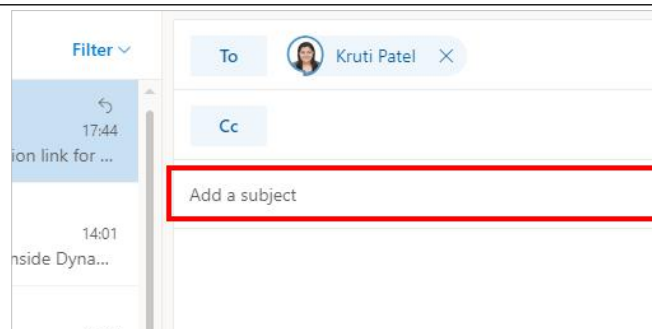




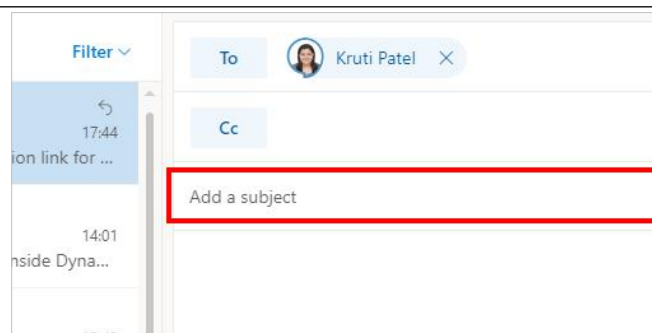
Click on the button **Kruti Patel krp@clicklearn.com**



Click on the input field **Add a subject**



Enter **Add a subject**.



Click on the button **Discard (Esc)**

