

# E-mail & Calendars with Outlook and Exchange Online

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# Overview



**Introduction to Microsoft Exchange**

**Introduction to Outlook**





# Exchange Online & Outlook

Access business email, calendar, and contacts on your PC, phone, and web browser with Exchange Online & Outlook. Hosted email that's easy to use and easy to manage.



# Exchange Online

**E-mail service we use daily inside Microsoft 365**

**E-mail**

**Calendar**

**Contacts**

**An “invisible hero” inside the Microsoft 365 stack**

**IT Professionals use it for all mail configuration settings**

**Users only interact with it via Outlook**



# Business Class E-mail Service

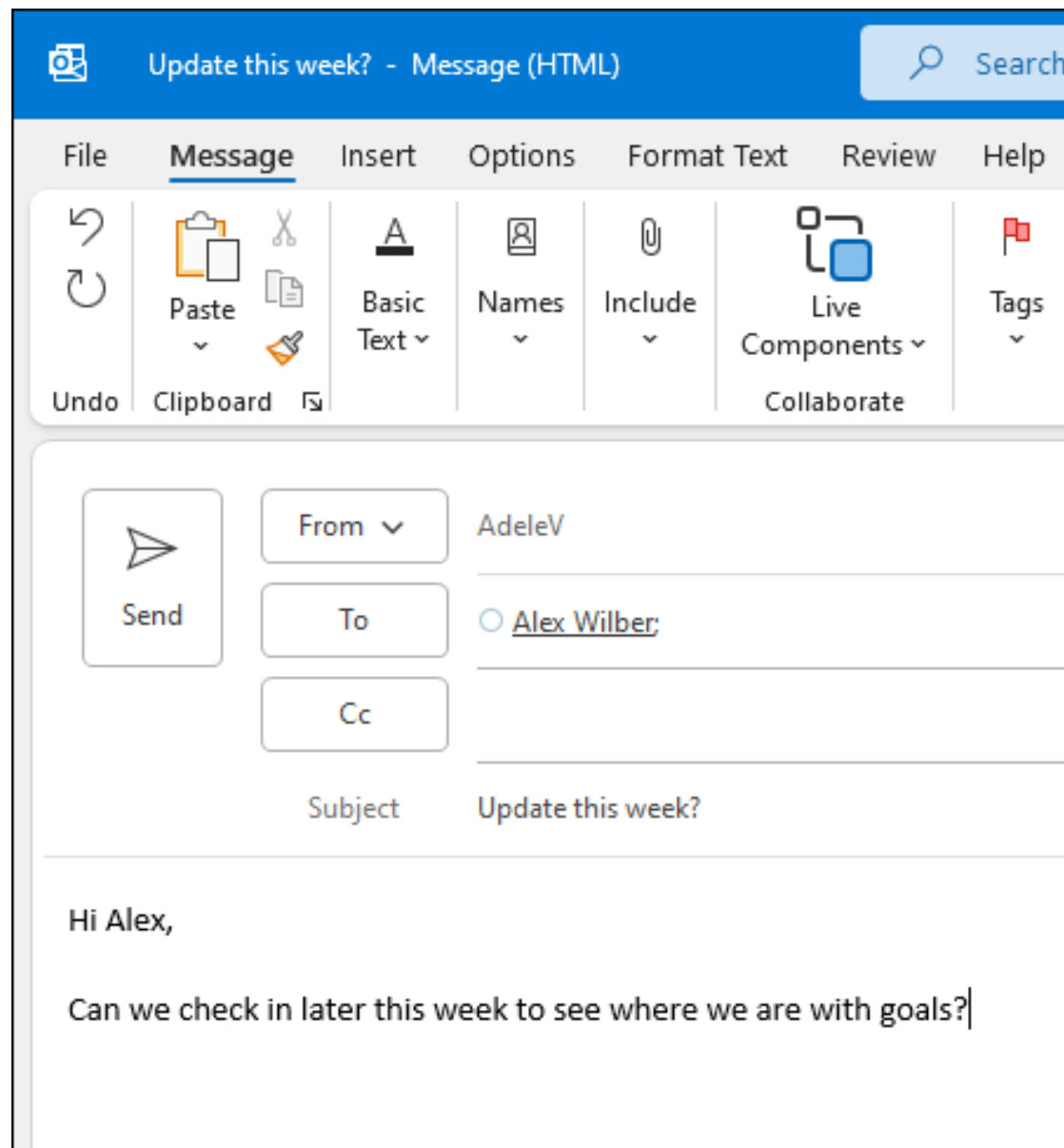
**Anti-spam & Anti-  
Malware**

**Mail Flow**

**Advanced  
Reporting**



# Outlook



## E-mail client for Microsoft 365

- Send and receive e-mails
- Schedule meetings
- Organize mail in folders
  - Or create rules to do it automatically for you!

**Integrates with many other Microsoft 365 services**



# Outlook Calendar

Includes a powerful calendar solution

View your meetings

Create meetings

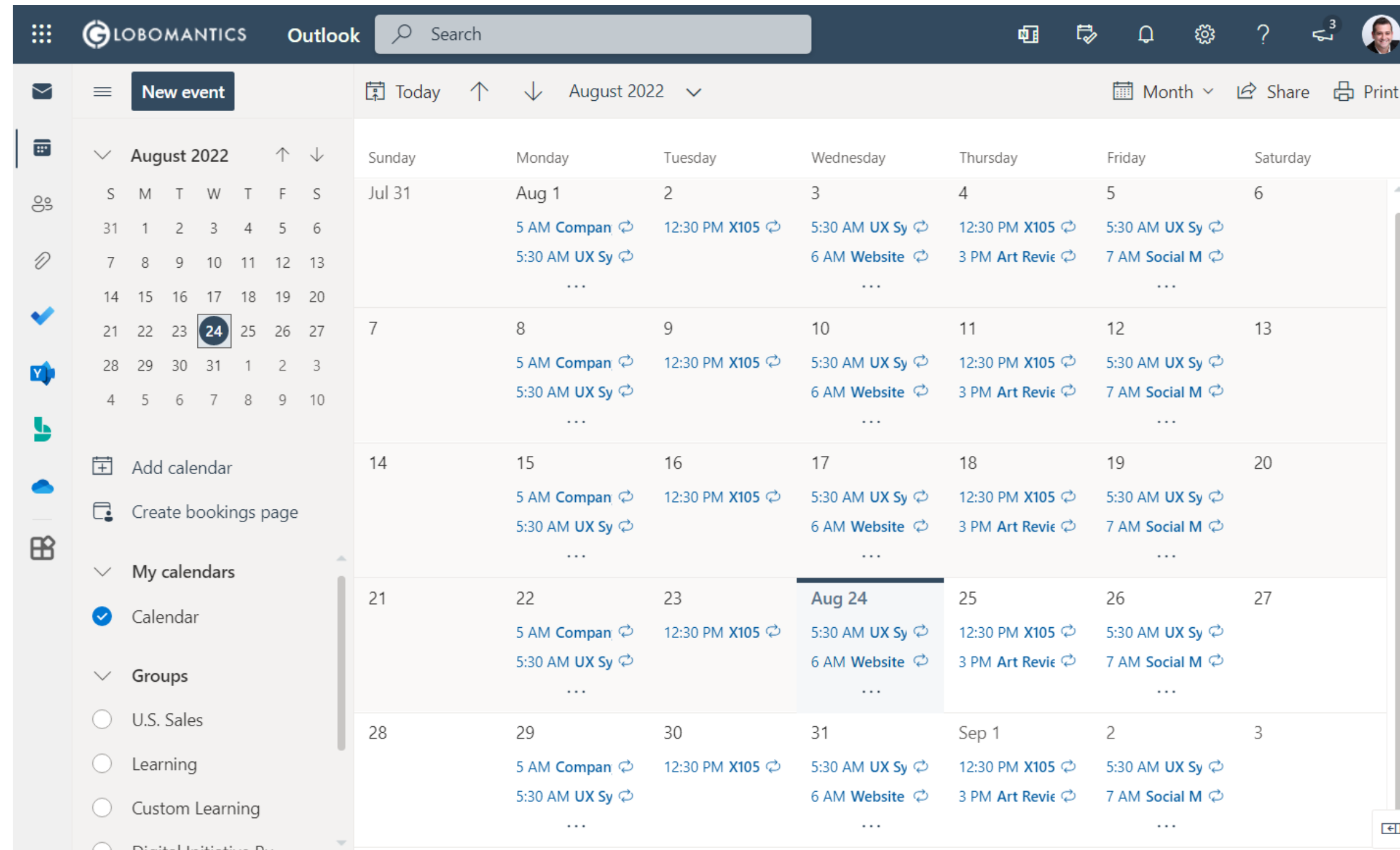
Teams meetings too!

See everyone's availability

See other calendars

Microsoft 365 groups

Internet calendars



# Three Ways to Use Outlook

## **Outlook client**

Installed on your machine with the rest of Microsoft 365 Apps

## **Outlook on the web**

Access outlook via any browser and have the same great features!

## **Outlook apps on mobile**

Access your e-mails, calendar, and contacts directly from your Android and iOS mobile devices





# Demo



**Exchange Online**  
**Microsoft Outlook**



# Conclusion



## Microsoft Exchange Online

- E-mail back-end in Microsoft 365
- Admins interact with it – not users

## Microsoft Outlook

- E-mail client for Microsoft 365
  - Desktop client
  - Outlook on the web
  - Outlook on mobile



Up Next:

Files and Communications with SharePoint  
Online

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