



Microsoft Outlook

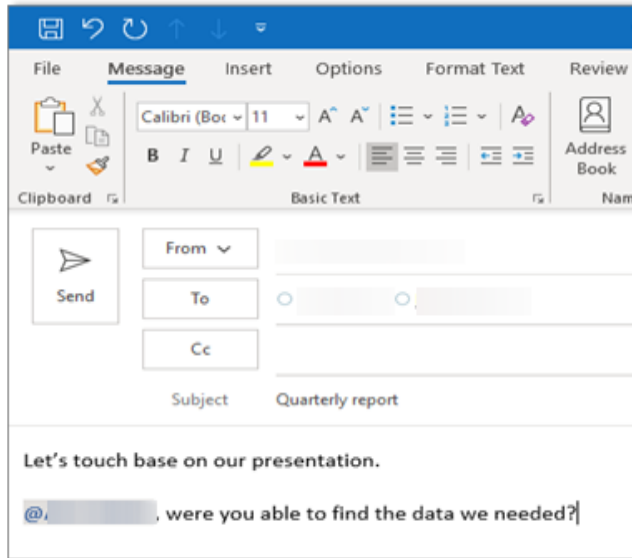
What is it?

Microsoft Outlook is a tool within Microsoft Office's productivity suite that helps you manage your email messages, calendar, contacts, and tasks.

Why Outlook?

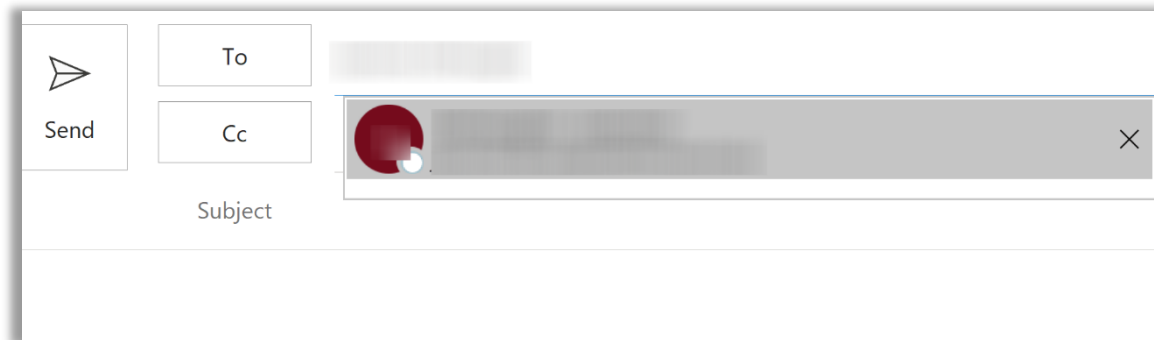
- Send and receive emails
- Schedule meetings
- Assign tasks
- Reminders

Tips and Tricks

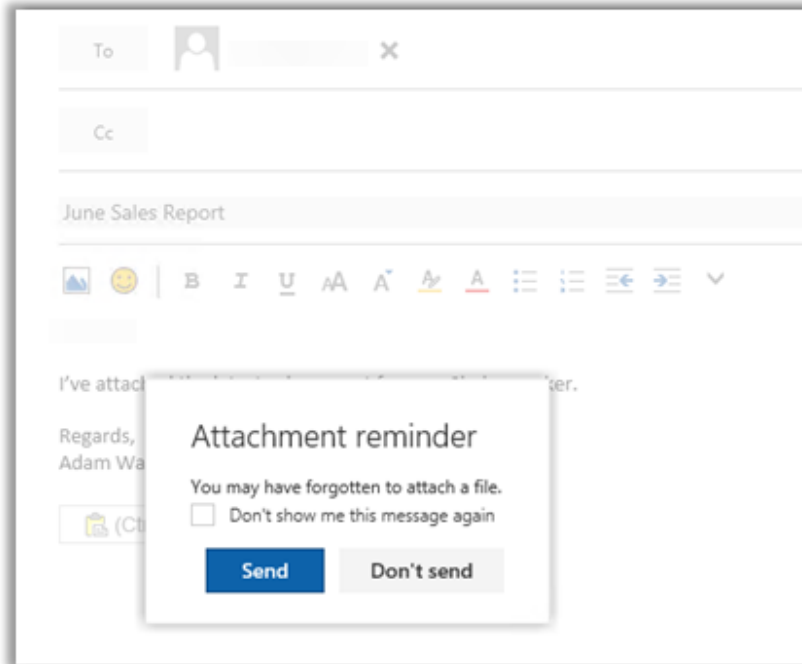


Use @mentions to get someone's attention in an email message! The recipient's name will be highlighted in the message body and Outlook will automatically add them to the **To** line of the email. They'll see the @ symbol next to the message in their inbox!

Don't know your teacher's email address? No problem! Just type in their name and Outlook will find their address!



Tips and Tricks




Outlook looks out for you! If you're about to send an email that seems it should have an attachment, Outlook will ask you about it!

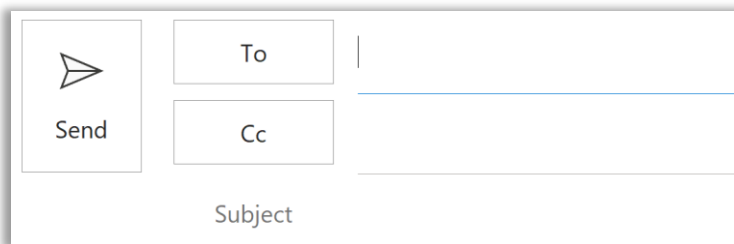
Cool, right?! If you want to learn even more about some of Outlook's helpful features, check out the next page!

Create and Send an Email in Outlook

This provides step-by-step instructions on creating and sending emails within Outlook.

Creating and Sending Emails


1. Select **New Email**  to start a new email message. A new page will display to create your email.



2. Fill out the fields that display:
 - a. **To:** Enter the desired recipient of the email.
 - b. **Cc:** Enter any additional individuals who you want to receive the email. These are typically individuals who you want to make aware of the email, not the direct recipients.
 - c. **Subject:** Enter a brief preview of the content of the message.

3. Place the cursor in the body of the email message and create the email content.



4. After completing the message, click **Send**  to send the email.



5. Your Email has been sent!

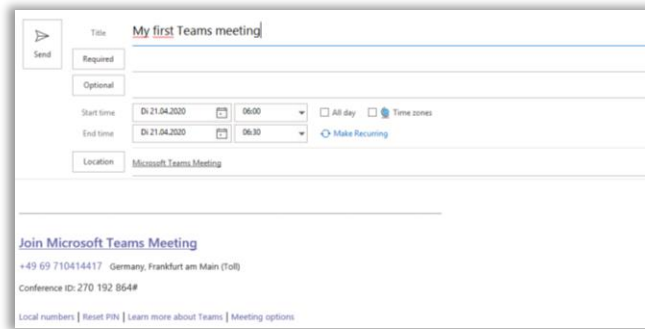
Calendar and Contacts

This highlights some of the features that Outlook's Calendar has and provides some step-by-step instructions on how to manage them.

MANAGE CALENDAR AND CONTACTS

SCHEDULE AN APPOINTMENT

1. In **Calendar**, select  **New Appointment**.
2. Add a title, date, start and times, and a location. For an online meeting, select  **Teams Meeting**. A Teams meeting link will automatically generate, and you can add the individuals who you want to attend the meeting with you.





3. Select **Save & Close** to finish, or **Send** if it is a meeting



Note: When creating a meeting, use the **Scheduling Assistant** tool to see when attendees are available.

4. That's it! You now have a new appointment in your calendar.

ADD A CONTACT


1. From the Home page, select the **People** icon  on the menu on the left side.
2. Select **New Contact** . For a shortcut, press Ctrl+N.
3. Once done, select **Save & Close**. To create another new contact, select **Save & New**.

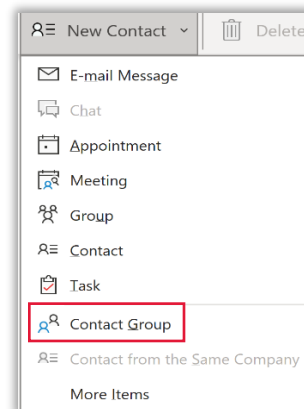
CREATE CONTACT GROUPS

A contact group in Outlook is used to send an email to multiple people, such as a project team, committee, or group of friends, without having to add each person to the email line individually.

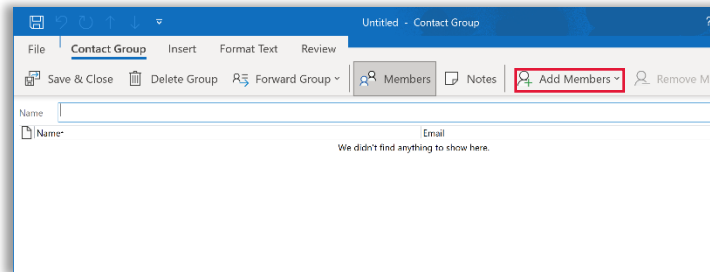


Note: **Contact Groups** and **Groups** are different. **Contact Groups** are email contact lists, while **Groups** are shared workspaces for collaboration.

1. From the Home page, select the People icon  on the menu on the left side.
2. Under **My Contacts**, select **Contacts**.
3. Select **New Contact** from the Ribbon and then select **Contact Group** from the dropdown that displays.



- A window for the contact group will display. To add contacts to the contact group, select **Add Members**. You can add members from your Outlook contacts, your Address Book, or from new E-mail Contacts.




- Your Contact Group has been created! You can now use this as an email distribution list!

Track and Assign Tasks


In Outlook, you can track any tasks that have been assigned to you. These tasks could have been assigned by yourself or by others. Therefore, you can assign tasks to others and stay up to date on their progress.








YOUR TASKS


- Select **Tasks**  from the menu on the left side of the Home page. The **To-Do List** shows any outstanding tasks for you to complete.

- To assign a new task for yourself, select **Tasks**. You can then enter the **Subject**, **Due Date**, and assign a **Category** to the task.


ASSIGN TASKS

- To assign a task to someone else, select **New Task** . A new task dialog box will display. You can fill in the task **Subject**, **Start date**, **Due Date**, **Status**, and **Priority**. Additionally, you can choose to provide a **Reminder** at a designated time.

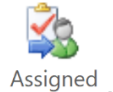
Subject			
Start date	None 	Status	Not Started 
Due date	None 	Priority	Normal 
<input type="checkbox"/> Reminder	None 	Reminder Time	None  

- Select **Assign Task** . In the **To** field, enter the name of the individual you want to be assigned the task.
- If you want to provide any details regarding the task, type them in the body of the task. **Click Send**.
- The task has been assigned!

TRACK TASKS

1. From **Tasks** , select **View** on the top navigation panel. Select **Change View**.

2. From the options that display, select



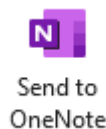
The tasks that you have assigned to others will display. When you open one of tasks, the % **Complete** box shows the progress of the task. Either you or the recipient can update this.

Send to OneNote

Outlook allows you to send selected messages to OneNote. You'll be able to capture important information from emails in your notes.

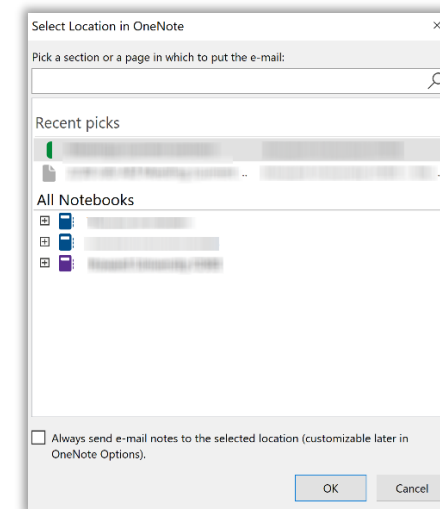
SEND TO ONENOTE

1. Select the email you want to send to OneNote. In the ribbon, select **Move**.



2. Select

3. A page will display that shows your notebooks in OneNote. Select the notebook you want.



Note: Alternatively, you can right-click the email and follow the same proceeding steps.

4. Click **OK**.

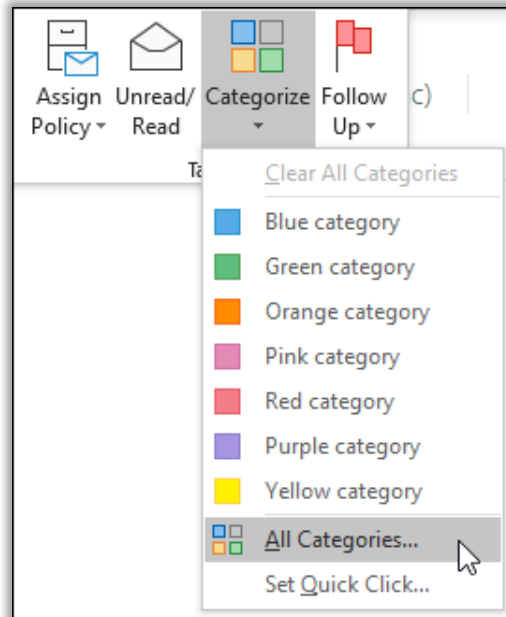
5. You will be redirected to OneNote and you will see your email that you sent!

Color Categorization

Follow these steps to categorize emails by color in Outlook.

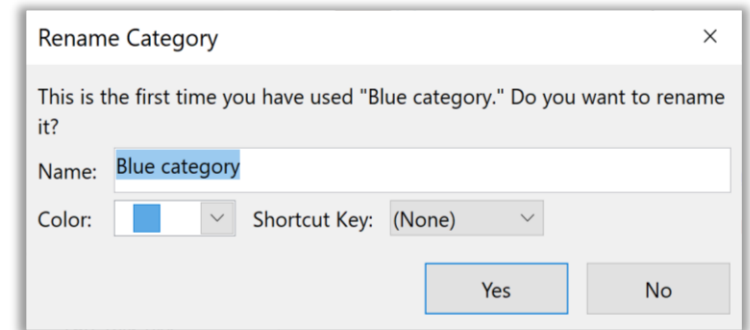
CATEGORIZE EMAILS BY COLOR

1. Select the email you want to categorize. In the ribbon, select **Tags**.
2. Select **Categorize**. A list of the potential color categories will display.



Note: Alternatively, you can right-click the email and follow the same proceeding steps.

3. Select the color you want. A dialog box will display allowing you to rename the category if you wish.



Note: Alternatively, you can right-click the email and follow the same proceeding steps.

4. The selected category will display with the email.



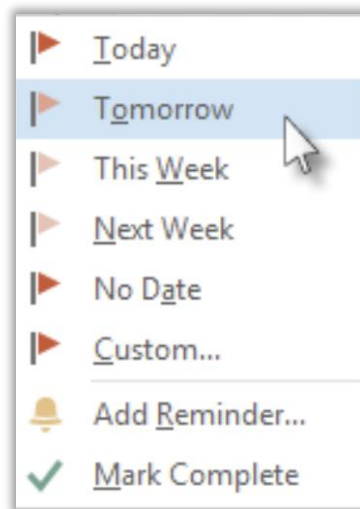
5. You now can color categorize emails in Outlook!

Flag for Follow Up

You can flag emails to remind you to follow up in the future.

FLAG FOR FOLLOW UP

1. Select the email you want to flag for follow up. In the ribbon, select **Tags**.
2. Select **Follow Up**. A list of options for follow up dates will display. Select the date you would like to be reminded to follow up on.



You will receive a reminder to follow up based on the date you selected. When completed, you can mark as complete.