Outlook Learning

Legend

1. Get started
2. Get productive

Select a lesson to open

Get started with Outlook

1. What is Outlook?
   - Add email accounts
2. Import Gmail into Outlook

Send and receive emails

1. View email
   - Create and send email
2. Sent file attachments with email
   - Reply to or forward email
   - Open, preview, or save email attachments
   - Send automatic reply email
   - Retract or replace a sent email

Add and format text and images

1. Add signatures to emails
2. Add attachments and hyperlinks to emails
   - Design personal stationery
   - Save and reuse email content

Organize your email

1. Clean up your Inbox
   - Block unwanted mail
2. Set an email flag, reminder, or color
   - Organize email by using folders
   - Search and filter email
   - Organize your Inbox with rules

Manage contacts

1. Manage contacts
2. Organize contacts into categories
   - Create and use contact groups
   - Manage contact lists
   - Import contacts
   - Export contacts
   - Use Outlook contacts for mail merge
   - Recover deleted contacts

Manage calendars

1. View and customize calendars
2. Search for calendar items
   - Email, share, or print your calendar
   - Open and view multiple calendars
   - Create calendar groups
   - Import a Google calendar
   - Assign a delegate to manage your calendar

Manage meetings

1. Schedule appointments
2. Schedule an online Skype for Business meeting
   - Manage recurring meetings
   - Attach a file to a meeting invitation
   - Take Outlook meeting notes using OneNote

Manage to-do lists

1. Create, assign, and complete tasks
2. View tasks and your to-do list

Create and manage business contacts in Outlook Customer Manager

1. Create business contacts
   - Track sales opportunities
   - Create and manage company contracts
   - Manage tasks and automatic reminders
   - Use the Outlook Customer Manager mobile app

Collaborate with others

1. Create and conduct email polls
   - Schedule and organize meetings
2. Share your calendar with other people

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