

# Microsoft Outlook – Email, Calendar, and To-do List

Scan the QR codes with a phone or click on the text above the QR codes for helpful videos.

Switch between the different Outlook functions.



Create folders and store email.



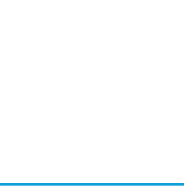
Create and send email.



Schedule an appointment or a meeting.



Schedule an online meeting.



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The screenshot shows the Outlook interface with several callouts:

- Switch between the different Outlook functions.** Points to the top navigation bar.
- Create folders and store email.** Points to the left-hand folder pane.
- Flag and check-off your email.** Points to a flag icon on an email in the inbox.
- Indicates the number of unread emails.** Points to the number '2' next to the 'Unread' filter.
- Indicates a file has been attached to the email.** Points to a PDF attachment icon in an email.

## Please practice good email etiquette:

- Keep your tone professional.
- Use a descriptive, specific subject line.
- Respond to emails within 24-hours of receipt.
- Include a greeting, such as “good morning,” and a closing, such as, “Thank you.”
- Avoid emojis.

The screenshot shows the Outlook calendar interface with several callouts:

- Schedule an appointment or a meeting.** Points to the 'Appointment Meeting' button in the top ribbon.
- Schedule an online meeting.** Points to the 'Meet Now' button in the top ribbon.
- View the calendar(s) in a day, work week, or month format.** Points to the calendar view selection buttons (Day, Work Week, Week, Month, Schedule View).

*Eclectic Microsoft Office Tips:*

**Preventing the Automatic Deletion of Calendar Invitation emails:**

By default, Microsoft Outlook will delete meeting invitation emails immediately after you respond to them (Accept, Accept as Tentative, or Decline). You can turn this setting off and retain your meeting invitation emails in your inbox by completing the following steps:

Click **File**, then **Options**, and select **Mail**.

Under the **Send Message** section, uncheck the box for **Delete meeting requests and notifications from inbox after responding**. Then, click **OK**.

**Microsoft To Do (Part of Outlook; available by clicking on the blue checkmark):**

