#### **DEFINITION**

- A PIM (Personal Information Manager)
- What Would You Use Outlook For?

# THE OUTLOOK SCREEN

- Navigation Pane
- Ribbon
- Quick Access Toolbar
- Backstage

## **CONTACTS**

- Adding Contacts
- Contact from same company
- Editing The Contact
- Customizing business cards
- Categories
- Viewing Contacts
- Printing Contacts
- Creating Groups
- Finding a contacts

#### **INBOX**

- Reading Pane
- Auto-Preview
- Grouping
- Sorting
- Flagging
- Creating Folders

#### MAIL MESSAGES

- Sending
  - o Importance
  - Options
- Forward
- Reply / Reply to All
- Deleting
- Attachments
- Adding someone to your contact list from mail message
- Marking Unread
- Deleted Items Folder
- Junk E-mail
- Fraud And The Internet
- Modify new mail notification options

## **SENT ITEMS**

Sorting

### TASK LIST

- Adding
- Marking Complete
- Sorting
- Due Dates
- Categories
- Reoccurring
- Assigning
- Print Task List

### **NOTES**

- Create
- Change
- View

## **CALENDAR**

- Views
- Adding Appointments
- Editing Appointments
- Adding Events
- Reoccurring Appointments
- Meeting Request

### **OPTIONS**

- Explain Preferences
- Signatures
- Default fonts

### **EXCHANGE**

- Out of Office Assistant
- Viewing Shared Calendars & Contacts
- Archiving