

# **Microsoft Outlook - Introduction**

## **Sending Messages**

- Compose and Send a Message
- Check Spelling and Grammar
- Attach File to Message
- Create and Add a Signature To a Message
- Open a Message
- Open Message Attachment
- Save Attachment
- Reply to Message
- Print Message
- Mark Message Unread
- Delete a Message

## **Using Contacts**

- Add a Contact
- Sort Contacts
- Find a Contact
- Edit a Contact

## **Scheduling Appointments**

- Add an Appointment to the Calendar
- Schedule a Recurring Appointment
- Assign Category to an Appointment
- Edit an Appointment
- Delete an Appointment
- Print Calendar

## **Creating Tasks**

- Create a Task
- Update a Task

## **Managing Messages**

- Sort Messages
- Create a New Folder
- Move Messages Between Folders
- Move Folders
- Search for Messages

## **Using Notes**

- Create a Note
- Move a Note
- Resize a Note