

MS Outlook Notes and Assessment Task

Accessing and Customizing Outlook

What is this?
How do I do this?
Tips/Tricks/Recommendations

Creating an Email and Email Signature, Scheduling Emails

What is this?
How do I do this?
Tips/Tricks/Recommendations

Organizing Emails and Calendars, Sharing and Using Calendars, Creating Email Folders

What is this?
How do I do this?
Tips/Tricks/Recommendations

Tasks, Reminders, “To-Do” Lists, Pinning Emails, Flagging and Color-Coding

What is this?
How do I do this?
Tips/Tricks/Recommendations

Out of Office Messaging

What is this?
How do I do this?

Tips/Tricks/Recommendations

Attaching a File in Email Versus Sharing

What is this?
How do I do this?
Tips/Tricks/Recommendations

Searching Email

What is this?
How do I do this?

Tips/Tricks/Recommendations

Practical Assessment for MS Outlook

- ☐ Draft a new email.
- ☐ Type an email explaining that you are sending work to complete this training.
- ☐ Create an email signature to be used in this email.
- ☐ Attach your PowerPoint presentation from this class to the email as a pdf file.
- ☐ Share your Word document from this class as a link in the email.
- ☐ Add the address waldens@leonschools.net in the “TO” line.
- ☐ Add the address professionallearning@leonschools.net in the “CC” line.
- ☐ Schedule your emails to be sent to the recipients at 6pm tonight.