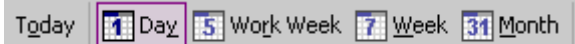


Changes the view of the calendar

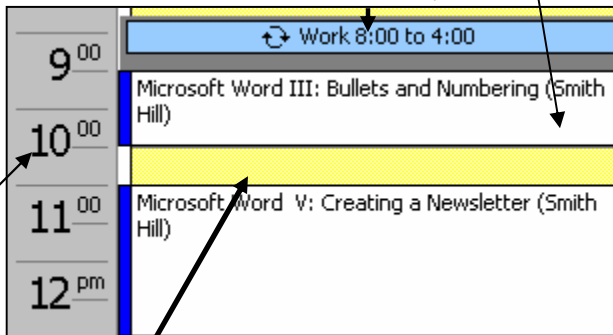


Microsoft Outlook



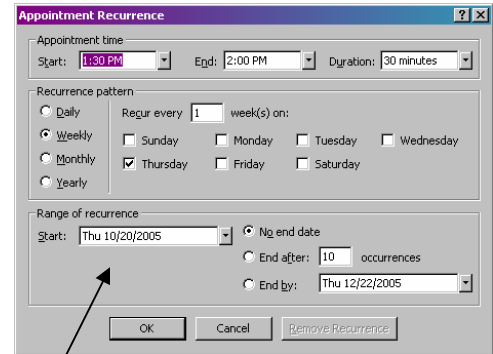
Shortcut Bar

Click on these shortcuts to go to particular categories



Shows the appointments and all day events

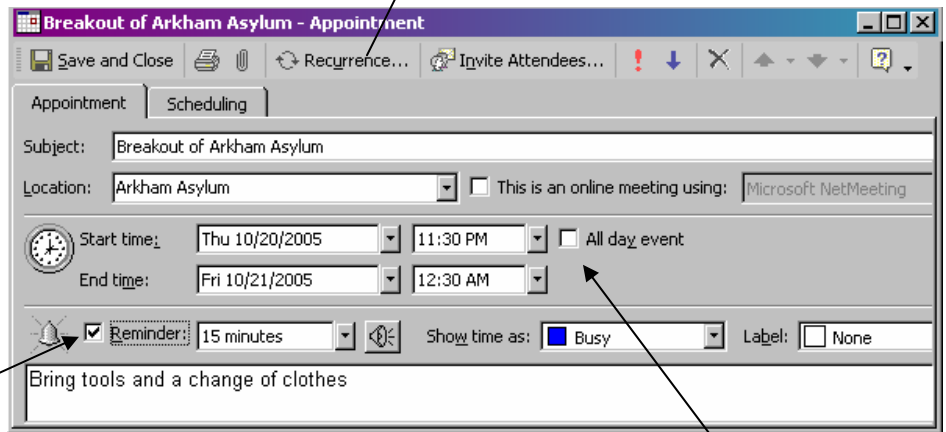
Click twice where you want to open an appointment window



Allows for repetition of appointment

Fill in all the data for the appointment

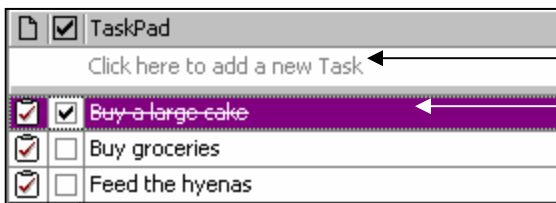
Changes reminder settings



Changes from appointment to all day event



TaskPad – keeps track of lists



Check off tasks

Add new tasks

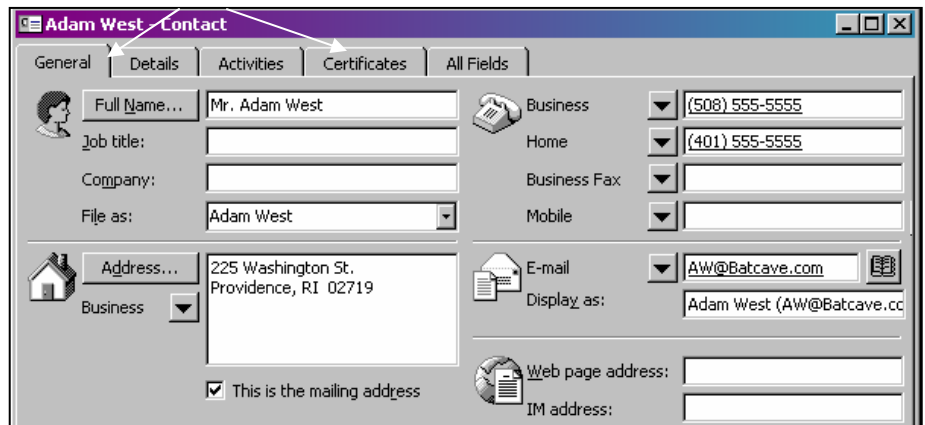
Cross out tasks done

Basic contact info



Contacts – keep track of people

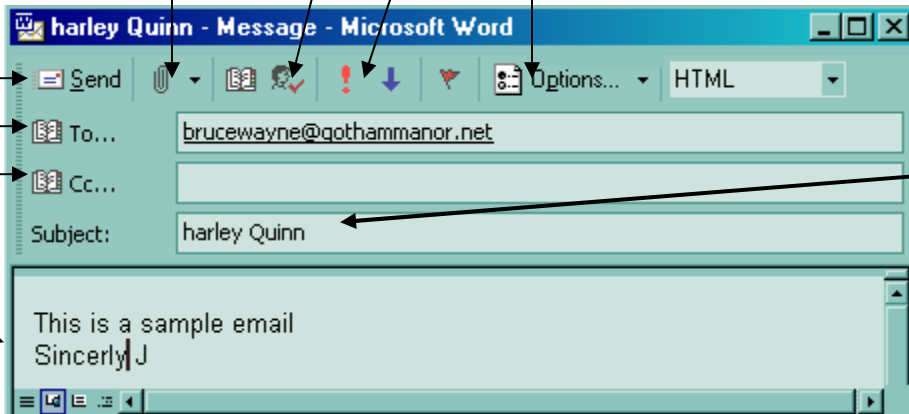
Contact tabs





Inbox – holds E-mail

Send pictures, documents....
Check Spelling
Importance
Different Settings



To send letter

Whom it is going to

Copying it to whom

Body of the letter

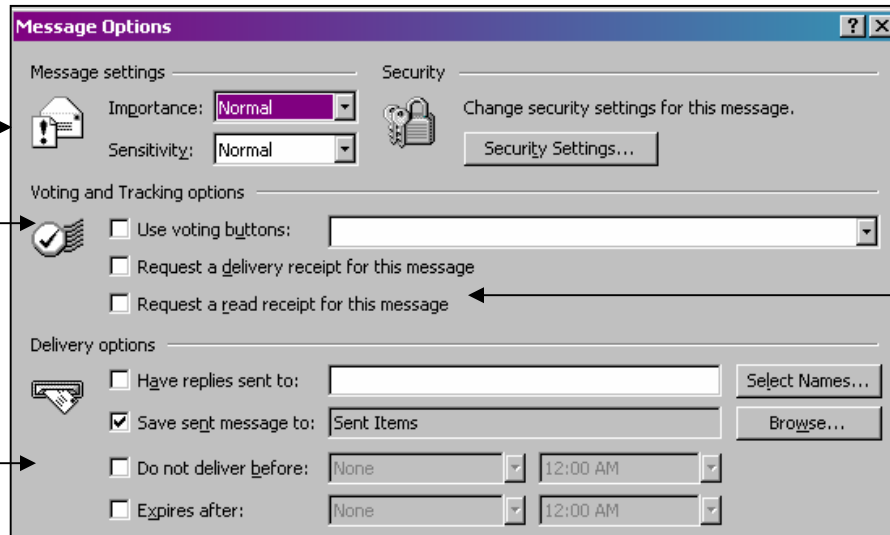
To cancel letter

Subject- to say what the letter is about

Tip: Use subjects that have meaning to the addressed like *About email class* or *library work ideas*



Options – allows many settings for E-mail



Type of letter

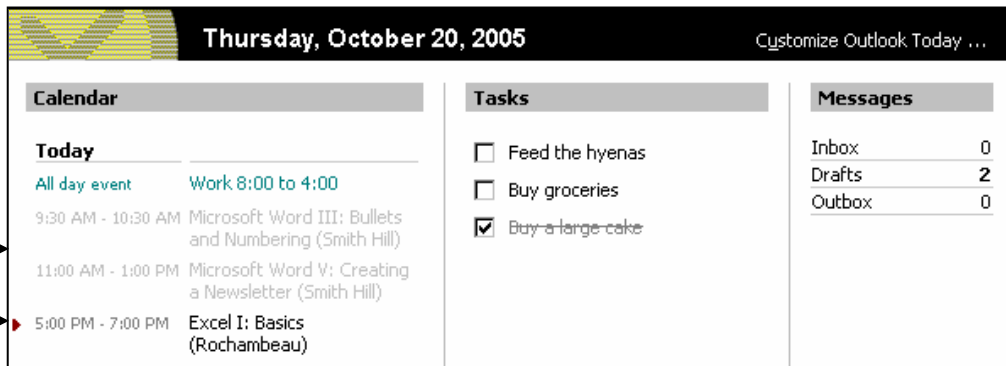
Gives your E-mails voting buttons like *Yes, No, Maybe*

Scheduled delivery and return options

Choose what you want to happen when your E-mail gets delivered



Outlook Today – Summary of everything going on



Past appointments in grey

Future appointments in black

Summary of your E-mail