



Manual



OUTLOOK

Be organized



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What is Microsoft 365

- Microsoft 365 is a comprehensive subscription service designed to enhance productivity and collaboration.
- It includes the latest Office desktop apps like Word, Excel, and PowerPoint, along with cloud-based services such as OneDrive, Microsoft Teams, SharePoint, and Exchange.
- It helps users stay organized and productive by integrating email, calendar, and contacts into one application.

Advantages of Microsoft 365

- Access to productivity tools (word, excel)
- Collaborative features.
- Cloud storage and accessibility
- Enhance communication
- Simplify organization (task Assignment)

Why Outlook?

- Email Management:
- Organizing information.
- Calendar Management.
- Signature Management



Get started

To get started with outlook.

- Connect your device to internet.
- Open outlook.
- Signup for outlook using your Microsoft 365 for organization account.
- enter your email and password.

Email Management

What to do:

- **Login in.** (Enter credentials)
- **Sending email.** (Compose message)
- **Viewing mails.** (View mails in folders)
 - Click on the folder the mail will appear.
- **Replying mail.** (Response to emails)
 - Open the main and click

Reply
This means
Reply to the
Sender only



Reply all

Reply to even those who got the copy

Forward

Pass the mail to
someone also

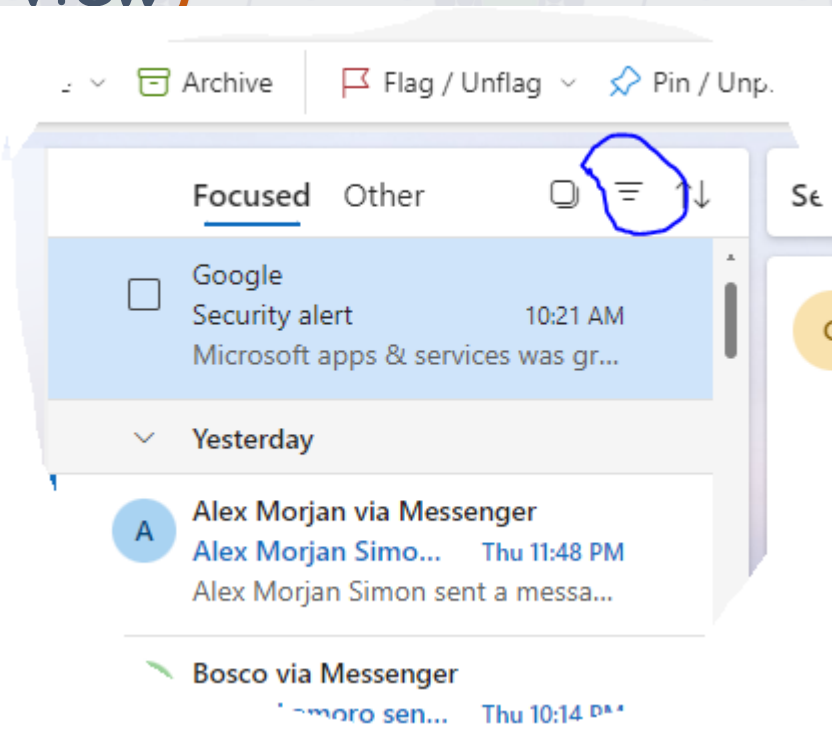


• Deleting mails. (Remove unwanted Mails)

- Point on the mail before opening it.
- Click on dustbin icon on it.
- If you delete it by mistake, click undo to recover it.

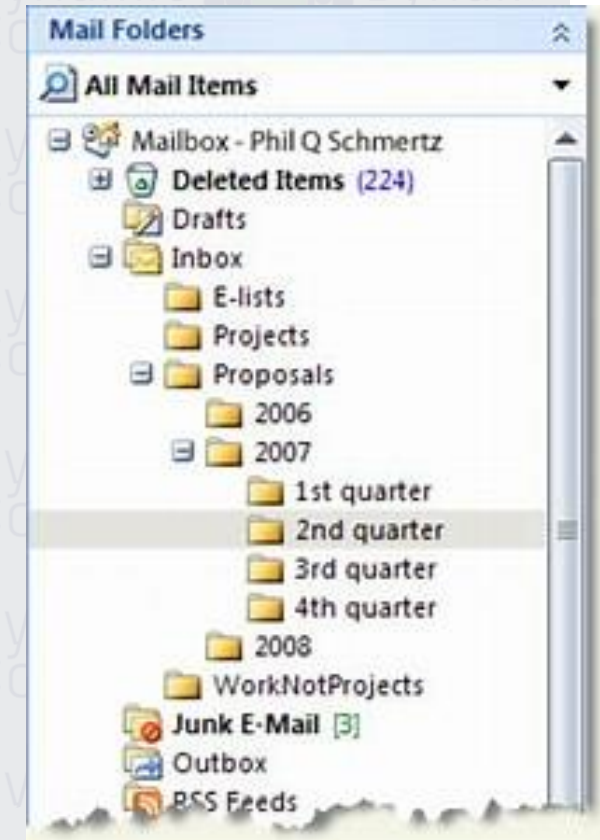
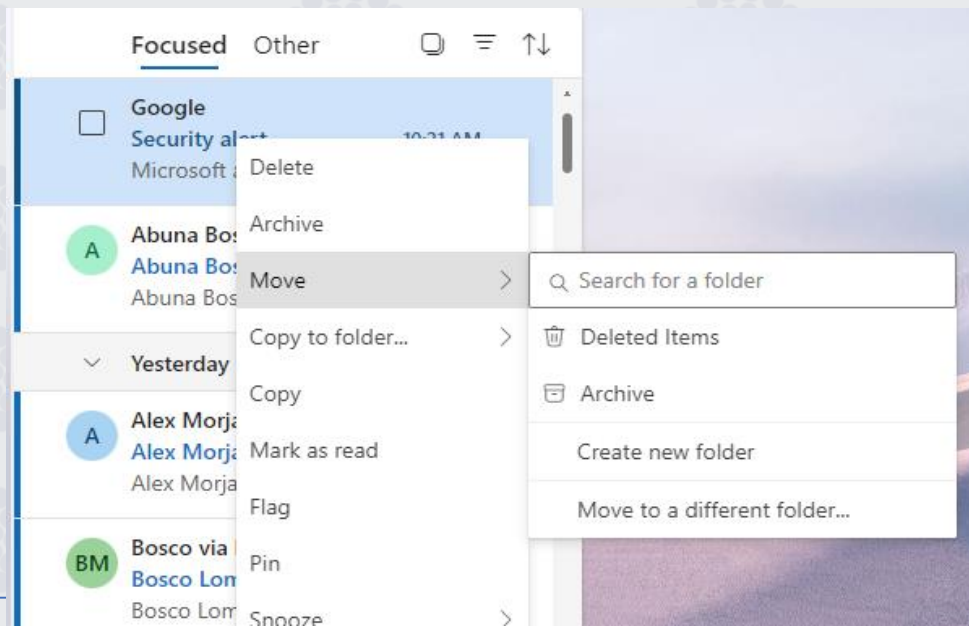
• Filtering mails. (Customize email view)

- Up the ribbon, before the mails, click
- Provide the criteria for the filter.



Organizing information

- **Creating folders.** (Store for mails)
 - You can create folder or subfolder.
 - Subfolder is a folder in a folder.
- **Moving mail to specific folder.**(Organizing mails)
 - Right click on the mail > select move > select the folder.



• **Configuring mail rules.** (Automatic organizer)

- Setting the mails to move automatically to specific folder base of the specific category.

Click on the (...) at the top navigation bar at the extreme right.

Select rules.

Create the rule by selecting the condition and the folder.

Set the rule active.

Calendar Management

- **Scheduling appointments.** (Make appointment with counter part)
- **Scheduling meetings.** (Schedule a meeting and share schedule)
- **Managing schedules.**
- **Setting alerts.**



• To work with the calendar:

- Create meetings, appointment or other.
- Set an alert for the event.
- Share your calendar.
- Click on calendar from the left app bar
- From the calendar select the date of the event by double clicking.
- Set the event details.

As show below:

September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Add calendar

My calendars

Calendar

Show all

Today	September 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Sep 1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	Oct 1	2	3	4	5	

Calendar

Save Discard

Add a title

9/11/2024 10:00 AM All day

9/11/2024 10:30 AM

Don't repeat

15 minutes before

Search for a location

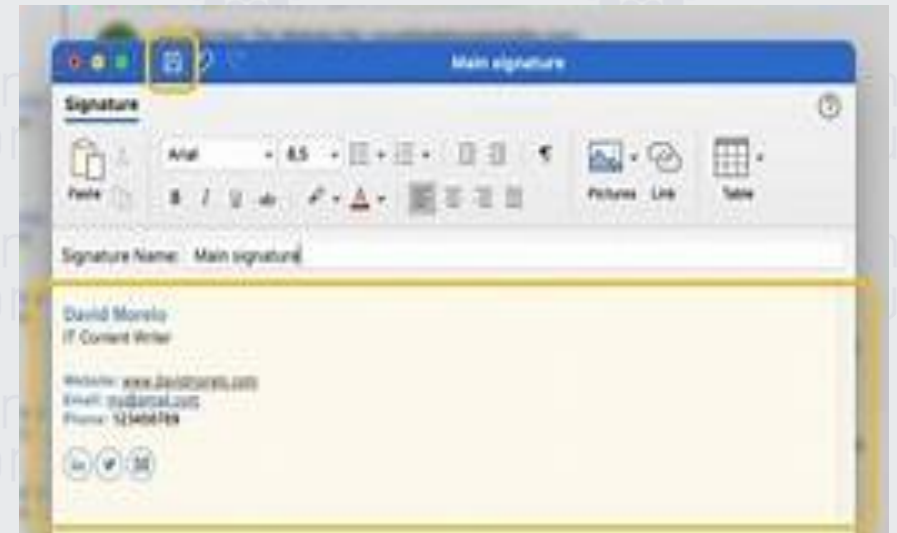
Add a description

More options



Signature Management

- **Creating signature.**
- **Editing signature.**
- **Signature is Identity that validate your source of information shared.**
- **These includes;**
- **Conclusion phrase.**
- **Sender name and title.**
- **Telephone number.**
- **Email address**
- **Website address.**
- **Logo.**



• To create a signature

- Click :

- View setting > Account > Signature

The screenshot shows the Outlook 'Signatures' settings page. On the left, there is a 'Settings' sidebar with a search bar and a list of categories: Accounts, General, Mail, Calendar, and People. The 'Accounts' category is selected, and the 'Signatures' sub-section is active. The main content area is titled 'Signatures' and contains the following elements:

- Email signature**: A heading followed by a descriptive paragraph: "You can add and modify signatures that can be added to your emails. You can also choose which signature to add by default to your new emails and replies."
- Create and edit signatures**: A sub-heading followed by a blue '+ New signature' button.
- Edit signature name**: A text input field.
- Signature editor**: A large text area for creating the signature, equipped with a rich text editor toolbar containing icons for image insertion, link insertion, text color, font size, bold, italic, underline, background color, and text color.
- Select default signatures**: A section with a dropdown menu labeled 'For New Messages:' currently set to '(No signature)'.

- Add new Signature
- In the space provided below, design your signature using the tools provided.

The End



**Thanks
for
your
audient**