

Managing Emails with Microsoft Outlook

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1. Introduction

- Microsoft Outlook is an application for managing email, calendar, contacts, and tasks.
- It is widely used for professional communication and scheduling.

2. Email Basics

- **Compose:** create a new message with recipients, subject, and body.
- **To, Cc, Bcc:** direct, copy, and blind-copy recipients appropriately.
- Reply, Reply All, and Forward handle responses.

3. Organising Mail

- **Folders:** sort and store messages by topic or project.
- **Rules:** automatically move or flag incoming mail.
- Search and categories help locate messages quickly.

4. Attachments and Etiquette

- Attach files such as documents and images to messages.
- Use clear subjects, professional tone, and check before sending.

5. Calendar and Contacts

- Schedule appointments and meetings, and send invitations.
- Store contact details for easy addressing of emails.

6. Summary

- Outlook manages email composition, organisation, attachments, and scheduling, combining communication and time management in one tool.