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Launch Tip of the Month
December 2024

Microsoft Outlook is a wonderful place to access mail, appointments, meetings, contacts, and tasks among other things. Here are a couple of ways to quickly access information.
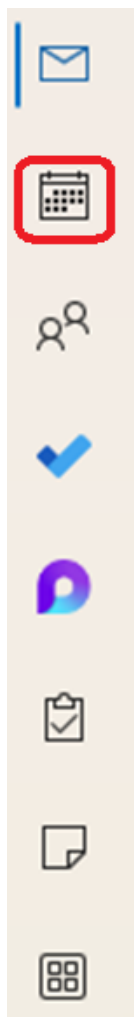
The bar on the left side of Outlook can be used to move from item type to item type. For example, you can move from Mail to Calendar to People by clicking the appropriate icon. Many people don't know that you can also glance at upcoming calendar items, and upcoming tasks and flagged items by hovering over the applicable icon.
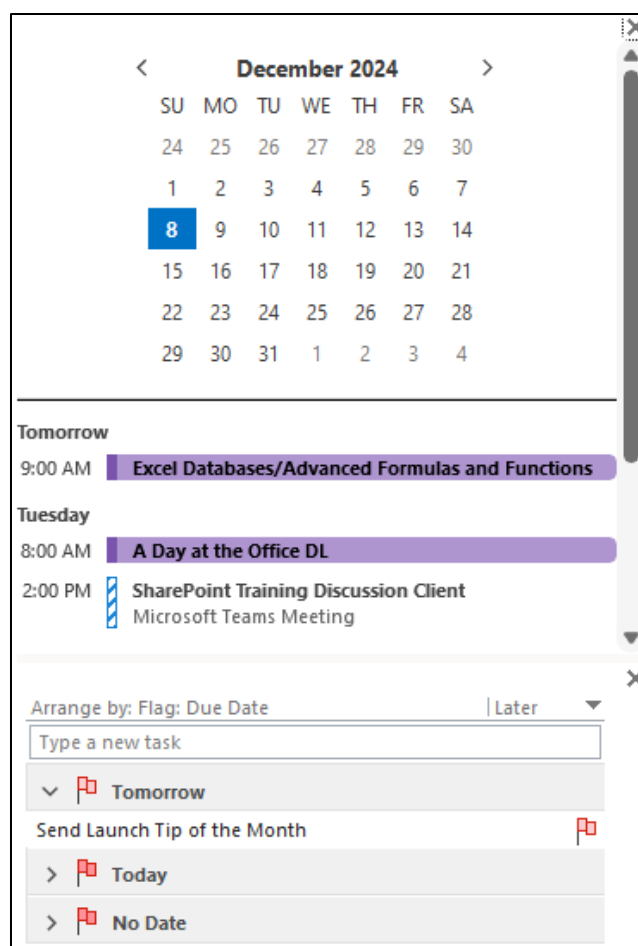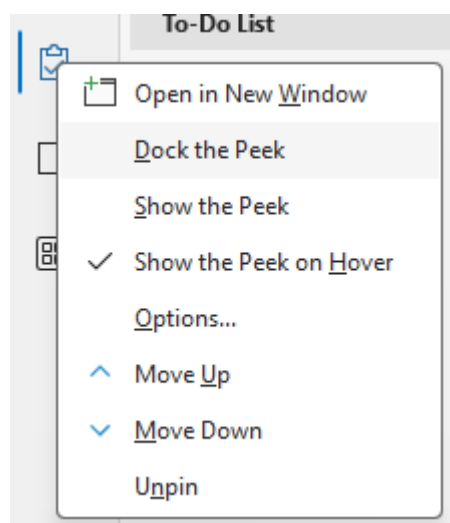
If you hover over the Calendar icon, a pop-up displays a mini calendar along with upcoming events.
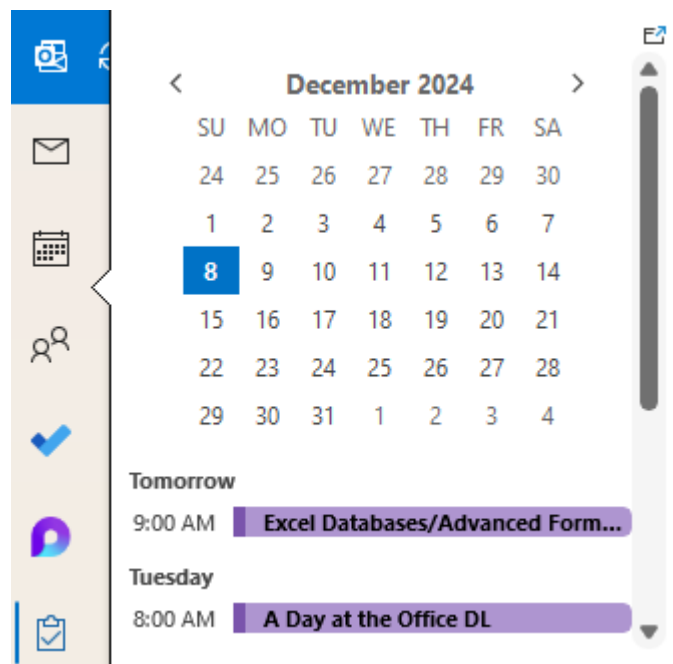
If you hover over the Task icon, you can see a list of upcoming tasks and flagged items.
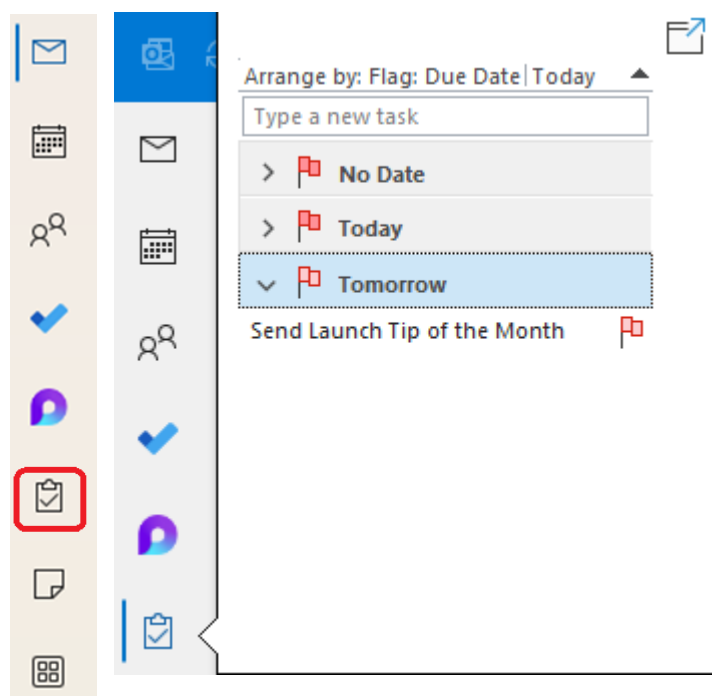
Bonus: If you right-click either of these options and select Dock the Peek, you can open a pane on the right that shows them permanently!

Want to learn more about Microsoft Outlook?

Featured Course: Microsoft Outlook: Useful Features in Microsoft Outlook
3 Hours
- What is Outlook?
- Parts of the screen
  - The Navigation Pane
  - The Message List
    - Compact View vs. Single View
    - Message Preview
  - The Reading Pane
    - Reading pane options
  - The Calendar and Task Panes
- Marking messages as read or unread
- Filtering for unread messages
- Searching mail
- Sorting messages
- Working with folders
  - Creating folders
  - Rearranging and sorting folders
  - Adding and removing folders from Favorites
- Searching for files, appointments, meetings, notes, contacts, and tasks
- Creating a message
  - Addressing a message
  - CC, BCC
  - Checking spelling
  - Message Options
  - Read and delivery receipts
  - Importance
  - Sensitivity
  - Delay delivery
  - Direct replies to someone else
  - Voting buttons
  - Saving sent items in a particular folder
- Working with attachments
  - Creating attachments
  - Previewing attachments
  - Saving attachments
- Working with categories
  - Creating categories
  - Sorting by category
  - Filtering by category
- Working with the calendar
  - Working with calendar views
  - Navigating within a calendar
  - Setting calendar options
  - Creating appointments
  - Deleting appointments

Featured Course: Microsoft Outlook: Useful Features in Microsoft Outlook

- o Entering recurring appointments
- o Creating and sending a meeting request
- o Checking to see an invitee's availability
- o Printing a calendar
- Creating a contact card
- Creating tasks
  - o Creating and sending a task request
- Creating notes
- Using and modifying Outlook Today

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