Navigating Outlook

Create and send email in Outlook

- 1. Choose **New Email** to start a new message.
- 2. Enter a name or email address in the **To**, **Cc**, or **Bcc** field.
- 3. In **Subject**, type the subject of the email message.
- 4. Place the cursor in the body of the email message, and then start typing.
- 5. After typing your message, choose **Send**.

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Send	То	O <u>Alex Wilber;</u>					
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	Subject	Update this week	?				
Hi Alex, Can we che	ck in later thi	s week to see w	here we are wi	th goals?			

Create a folder in Outlook

Folders provide a way to organize email messages, calendars, contacts, and tasks in Outlook. To add a folder to the folder pane, do the following:

- 1. In the left pane of **Mail**, **Contacts**, **Tasks**, or **Calendar**, right-click where you want to add the folder, and then click **New Folder**.
- 2. In the **Name** box, enter a name for the folder, and press Enter.



Note: When in Calendar, the New Folder command is replaced with New Calendar.

Manage your calendar and contacts in Outlook

Schedule an appointment

- 1. In Calendar, select New Appointment.
- 2. Add a **Subject**, **Location**, and the start and end times.
- 3. Select **Invite Attendees** to turn the appointment into a meeting.
- 4. Select Save & Close to finish, or Send if it's a meeting.

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Add a contact

- 1. Select the **People** icon.
- 2. Select **New Contact** or press Ctrl+N.
- 3. Enter a name and any other information that you want to include for the contact.
- 4. Select **Save & New** to create another contact, or **Save & Close** if you're done.

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