MICROSOFT OUTLOOK

Outlook is vital software in many organizations, not simply for mail but as a calendar and address book. A typical company can connect Outlook to an Exchange server and everyone can share the same address book and calendars, making it a great tool for enterprise-level collaboration.
Outlook home page

Outlook is an application in the Microsoft Office ecosystem and as such, it’s going to have quite a few familiar elements. Outlook’s main page is the Inbox.

The above screenshot shows the homepage for Outlook on your computer. If you want to quickly hide or show the Ribbon, just hit CTRL+F1, it makes the upper window-like ribbon display or hide.
Menu Functions Description

Menu functions in Outlook contain a variety of features: the Home tab contains some features that are frequently used by users. Check the below screenshot:

In the above menu, the New Email button is used to compose a new email. When you click it, a window similar to the windows in the following screenshot will pop up.
The above screenshot has many other options: the To button is used to pop up the address book of your organization which contains all the contacts where you can search and look up the recipient’s email address.

The above screenshot contains many options where you can select the exact contact or the mail ID from the address book.

You can look up names by typing the name of the person and hit the check names button, then it suggests names that start with the name you have entered. Check the below screenshots.
By clicking on “check names,” you will get the list of suggested names that matches your entered name.

The above screen shot displays a list of contacts whose names start with the letters “vik” in the complete SIU address book.
Below screenshot contains an overview of elements located at the upper window or ribbon of the outlook.

Above screenshot with description shows some features in Outlook like send mail, forward and reply, move an email to a folder and look up contacts from the address book.
Navigation Pane

If you click the arrow at the top of navigation pane, this will expand the pane, which will display the folder tree for your email account. This is helpful to hide the less frequently used folders.
When we click on the navigation pane again then all the items are hidden which is shown in the below screenshot. In the below screenshot we have clicked on the navigation pane so here nothing is displayed and everything is hidden.
Signature and Stationery

You can add a signature for all your Outlook messages to be automatically added to every email you send. Signature includes mobile number, email, address, signature and the name in a template. Below screenshot shows the window of signature and stationery.
In the above screen, for every part of the signature we can format it and put it in the signature; while typing a new email the signature automatically comes up. If more than one signature is available, the add signature button can be used to add the specific signature to your email.

Here, we have another option called personal stationery where we can edit the complete font of the text, we can also edit the font of composing and reading paint messages, replying or forwarding of the messages can also be edited.
Creating a new folder

We can create a new folder by clicking on the folder tab and choosing new folder. By using these we can make the work more organized.

Folders make the work more easy and organized. Many options will be available like search folders and rename.