

# Microsoft Outlook – What is Outlook



## What is Outlook?

For most, the primary uses of Outlook allows us to send messages and document electronically.

Outlook also a many other useful features:

**Calendar:** Electronic diary, keep track of our schedules, appointments and meetings.

**Contacts:** Electronic Rolodex, a collection of clients, friends etc. Contacts store a wealth of information about the people that we need to liaison with.

Details held within Contacts may contain:

*Telephone numbers, addresses, email address, hobbies, birthdays, websites etc.*

**Tasks:** A ToDo list:

Lists of jobs to be auctioned, can be organised into category order, updated to display the percentage completed along with various other tracking features.

Reoccurring task and assignment of tasks to others can also be entered and tracked.

**Notes:** A place to keep general notes, the electronic equivalent of the old post-it.