



Microsoft®

Outlook 2021 Basic

Learn the Outlook 2021 basics: Navigate your inbox; format emails; schedule meetings; share your calendar; create contact groups; and more.

Outlook Fundamentals

1.1 Navigate Outlook

Navigate Outlook
Customize the Navigation Bar

1.2 Search

Search
Refine Search Results

1.3 Delete and Restore Items

Delete an Item
Restore an Item

1.4 Use the View Tab

Change Views
The Folder Pane
The Reading Pane
The To-Do Bar
The People Pane

1.5 Ribbon Display Options

Use the Quick Access Toolbar
Add a Button to the Quick Access Toolbar
Remove a Button from the Quick Access Toolbar

1.6 Print

1.7 Help

The Tell Me Field
The Help Window

Mail

2.1 Compose Email

2.2 Retrieve and Read Email

The Reading Pane
Open an Email Window
Pictures and Download Settings
Read and Unread Email

2.3 Reply and Forward

Reply to an Email
Forward an Email

2.4 Format Email

Change Message Format
Format Message Text
Remove Message Formatting

2.5 Work with Attachments

Add Attachments
Preview Attachments
Open Attachments
Save Attachments
Remove Attachments

2.6 Work with Pictures

Insert a Picture
Format a Picture

2.7 Work with Hyperlinks

2.8 Check Spelling and Grammar

Use AutoCorrect
Spelling and Grammar Errors
Correct a Spelling or Grammar Error
Ignore a Spelling or Grammar Error
Add a Word to the Dictionary
Change Spelling Options

2.9 Drafts and Sent Items

Save a Draft
Open a Draft
Sent Items
The Outbox

2.10 Deal with Junk Email

Mark a Message as Junk
View Junk Mail
Mark a Message as Not Junk

2.11 Conversations

Turn On Conversation View
Expand a Conversation
Optimize Conversation View
Ignore a Conversation

2.12 Sort Email

- Enable Focused Inbox
- Switch Between Focused and Other
- Move Email Between Focused and Other
- Disable Focused Inbox
- Sort by Read Status
- Sort
- Advanced Sort

2.13 Signatures

- Create a Signature
- Enter a Signature Manually
- Set Signature Defaults

2.14 Send Automatic Replies

2.15 Message Options

3.1 Add Contacts

- Add a New Contact
- Add a Contact from the Address Book
- Add a Contact from an Email

3.2 Import Contacts

3.3 Use the Address Book

- View the Address Book
- Address Book Actions

3.4 View and Search Contacts

- View the People Pane
- View the Contact
- Change How Contacts are Listed
- Search Contacts

3.5 Edit and Delete Contacts

- Edit a Contact
- Delete a Contact

3.6 Tag Contacts

- Create Custom Categories
- Apply a Tag
- Search for Tags

3.7 Sort Contacts

- Sort Contacts
- Sort in Groups

Calendar

3.8 Share Contacts

Share a Single Contact
Share All of your Contacts

3.9 Create Contact Groups

Create a Contact Group
Communicate with a Contact Group

3.10 Modify Contact Groups

Add Contacts to an Existing Contact Group
Add Notes to a Contact Group

3.11 Delete Contact Groups

Remove Contacts from a Contact Group
Delete a Contact Group

4.1 View your Calendar

4.2 Create Appointments

Create an Appointment
Categorize Appointments

4.3 Edit Appointments

Edit an Appointment
Reschedule an Appointment
Delete an Appointment

4.4 Appointment Options

4.5 Schedule Meetings

Create a New Meeting
Create a Meeting from an Email

4.6 Edit and Track Meetings

Track Responses
Edit a Meeting

4.7 Recurring Appointments

Create
Edit
Delete

4.8 Respond to Invitations

Respond from an Email
Respond from the Calendar