# Outlook training

**Calendar Features**

Views

* Using dividers
* Reading Pane
  + Show all options
* To-Do Bar
* Organization Options
  + Categories
    - Customizable
    - Alphabetical or Reverse Alphabetical
  + Flags
    - Will actually show up in your task list
  + Columns
    - Add/Remove (use flag)
  + Sub-Folders

Search your inboxes

* Search bar
  + Like Google
* Search options “From,” “Subject,” “Body,” etc.

Send secure

* Cisco Email Security
* “Secure” in the subject line

Resist the urge the click links in emails

* Report Spam, phishing attempts, and even marketing emails as necessary
* Send an alert to the Help Desk if you’re unsure if the email is legit

Email Extras

* Auto Spell Check
* Creating a signature (or multiple signatures)
  + Use the Template
  + Adding pictures (for job fairs, etc.)
* Reading pane options
* Out of office replies
* Adding Holidays
* Setting up working hours

**Calendars**

Adding calendars to yours

* From Room List
* Sharing Calendars with supervisors and co-workers

Managing & adding contacts/ Distribution lists

* Creating meetings
  + Using the scheduling assistant

Views

Group Contacts

* Create a new group and add contacts
* Add contacts to an existing group
  + From personal contact list
  + From Global contact list

Calendar Syncing

If you would like to use this feature, check out this website for the different ways to make this work for you:

* <https://www.makeuseof.com/tag/how-to-sync-microsoft-outlook-with-google-calendar/>