

Table of Contents

TABLE OF CONTENTS	1
WHAT'S NEW IN OUTLOOK 2016?.....	3
LESSON 5 - WORKING WITH CONTACTS	4
5.1 ADDING A NEW CONTACT.....	5
5.2 CHANGING CONTACT INFORMATION.....	12
5.3 ASSIGNING A CATEGORY TO A CONTACT.....	15
5.4 CHANGING CONTACT VIEWS.....	18
5.5 DELETING A CONTACT	24
5.6 SENDING A MESSAGE TO A CONTACT.....	26
5.7 FORWARDING A BUSINESS CARD	30
5.8 SEARCHING FOR A CONTACT.....	32
5.9 CREATING A CONTACT GROUP.....	35
5.10 SENDING EMAIL TO A CONTACT GROUP	38
5.11 ADDING A CONTACT PICTURE.....	40
5.12 CREATING CONTACT FOLDERS	43
LESSON 6 - WORKING WITH THE CALENDAR	47
6.1 SCHEDULING AN APPOINTMENT.....	48
6.2 NAVIGATING THE CALENDAR.....	52
6.3 MODIFYING APPOINTMENTS	57
6.4 SETTING APPOINTMENT REMINDERS.....	61
6.5 SCHEDULING A MEETING	63
6.6 SCHEDULING AN EVENT.....	68
6.7 SCHEDULING A RECURRING ITEM.....	71
6.8 CHANGING CALENDAR OPTIONS	74
6.9 SHARING A CALENDAR.....	77
6.10 PRINTING A CALENDAR.....	79
6.11 WORKING WITH MULTIPLE CALENDARS.....	83
6.12 WORKING WITH CALENDAR GROUPS.....	87
LESSON 7 - USING TASKS	90
7.1 CREATING TASKS.....	91
7.2 USING THE TO-DO BAR.....	94
7.3 EDITING TASKS	96
7.4 CREATING RECURRING TASKS	99
7.5 MARKING OFF A TASK	101
7.6 CHANGING TASK VIEWS	103
7.7 ASSIGNING TASKS TO OTHERS	105
LESSON 8 - WORKING WITH NOTES	109
8.1 CREATING NOTES.....	110
8.2 READING & MODIFYING NOTES.....	112
8.3 COLOR CATEGORIZING A NOTE.....	114
8.4 RESIZING & DELETING NOTES	116
8.5 PRINTING NOTES	118
8.6 CREATING APPOINTMENTS & TASKS FROM NOTES	120
INDEX.....	123