

Microsoft Outlook

Topic Overview

Introduction

Microsoft Outlook is the Office 365 email application that also includes a calendar, meeting scheduler, task manager, and contact manager.

Email Management

Related Internal Content

- [Outlook: Adding Another Mailbox](#)
- [Outlook: Creating a Distribution List](#)
- [Outlook: How To Create a mail rule](#)
- [Outlook: Receiving Encrypted Emails with Office 365](#)
- [Outlook: Sending Secure Encrypted Email](#)
- [Outlook: White List Junk Email](#)

Related External Content

- [Add pictures or attach files in Outlook.com](#)
- [Contacts](#)
- [Delay or schedule sending email messages](#)
- [Reduce the size of pictures and attachments](#)
- [Share Calendar](#)
- [Use @mentions to get someone's attention](#)

Calendar Management

Related Internal Content

- [Outlook: Adding back the Scheduling Assistant](#)
- [Outlook: Creating a Meeting in Outlook](#)
- [Outlook: Creating Recurring Meetings](#)
- [Outlook: Encrypting/Editing Permissions for Individual Emails](#)
- [Outlook: General Meeting Guidance](#)
- [Outlook: Opening Shared Calendars](#)
- [Outlook: Reserving NYSERDA Resources](#)
- [Outlook: Sharing Your Calendar](#)
- [Outlook: Set a Working Elsewhere Status](#)
- [Outlook: Turning on the Out Of Office Message](#)

Related External Content

- [Change an appointment, meeting, or event](#)
- [Create, modify, or delete a meeting request or appointment in Outlook.com](#)

Managing Signatures

Related Internal Content

- [Outlook: Creating a Signature](#)
- [Outlook: Default Signatures](#)

Related External Content

- [Change Your Signature in Outlook \(Outlook: Virtual Machine\)](#)
- [Change Your Signature in Outlook \(Outlook: Cloud Application\)](#)
- [Create and add a signature to messages](#)
- [Create and add an email signature in Outlook on the web](#)

Related External Content

Use Tasks in Outlook.com	Create tasks and to-do items	View your tasks in Outlook	Create a task from a message
Assign and track tasks			
