

Outlook Checklist

- Calendar Options
- Adding holidays automatically
- Adding appointments
- Making recurring appointments
- Setting up meetings
- Setting up tasks and assigning tasks
- Changing color of overdue tasks
- Adding journal options
- Making notes
- Customizing desktop options and creating new folders
- Adding contacts
- Accessing contacts
- Creating distribution lists
- Printing contact information
- Sharing contacts and calendar
- Creating email rules, like redirecting email to certain folders
- Sending and receiving emails
- Adding signatures