



Microsoft Outlook Online

- Finding Outlook Online
- Show the Classic Ribbon
- Creating a new email
- Pop a new email into a separate window
- Attaching a File
- Linking a File
- View and work with Attachments
 - View
 - Download
 - Share by email
- Use @mention
- Loop Components and Polls
- Schedule when to send an email
- Snooze
- Pin
- Using favourites
- Flag and Categorise
- Search and Filter email
- Create a new Calendar Event
- Make that Event a Teams Meeting
- File attachments - all in one place
- To-Do and others

If you only use Microsoft Outlook online, then this is essential learning for you. Spend half a day exploring what is available and learning tips and tricks to get the most out of your online Outlook.

