
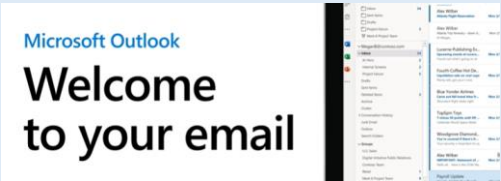
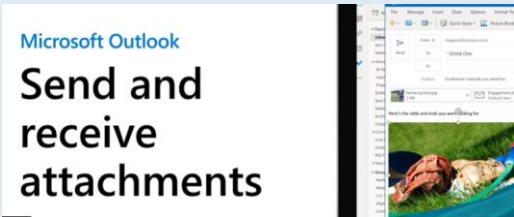



FAMILIARISE YOURSELF WITH ... Microsoft Outlook

learningevents@suffolk.gov.uk | 

	<p>What is Outlook video – Click here</p> <p>Watch this brief 0:47 video to find out what Outlook can do.</p>
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Explore the videos and articles linked below – if you'd prefer on some of the resources, scroll down the page for written instructions for the actions in the clips.

	<p>Overview of Outlook – This video (1:29) shares the view and appearance of Outlook to help you familiarise yourself with this programme.</p>
<p>Create and send email in Outlook</p>	<p>Create, reply and send email – Click here to read more about how to send emails in Outlook or view this video here.</p>
	<p>Send and receive attachments - This video clip (1:21) is a useful option to explore how to insert images, attach files and explore this way of sharing resources.</p>
<p>Manage your calendar and contacts in Outlook</p>	<p>For tips about managing your calendar and contacts in Outlook – read more here.</p>
	<p>You can also set up Outlook on your mobile – for information on how to do this – explore it here.</p>