Personal Computer Software

Unit 4

Introduction to Outlook

MS Outlook is a desktop information management program that helps to organize and share information on desktop and communicate with people. We can use Outlook for both personal and group activities such as e-mail, appointments, contacts and sharing information.

The table below consists of the standard components in Outlook.

| Component		Description
	Mail	Displays mailbox folders and email list. Also, allows you to send and receive email messages.
	Calendar	Provides personal, group and resource scheduling.
	People	Displays contact names, addresses, email and other information.
	Tasks	Organizes personal and group to-do lists.
	Notes	Contains miscellaneous notes or copied text that you want to use in other places.
	Folder List	Displays all mailbox folders.
	Shortcuts	Displays and provides quick access to mail folders.

1. How to add signature in Outlook?

We can use the signatures option to automatically add text to the messages you send. For example, you can create a signature that includes your name, job title, and phone number. You can create multiple signatures, designate a default signature, and select a signature to insert in a message after you have created the message.
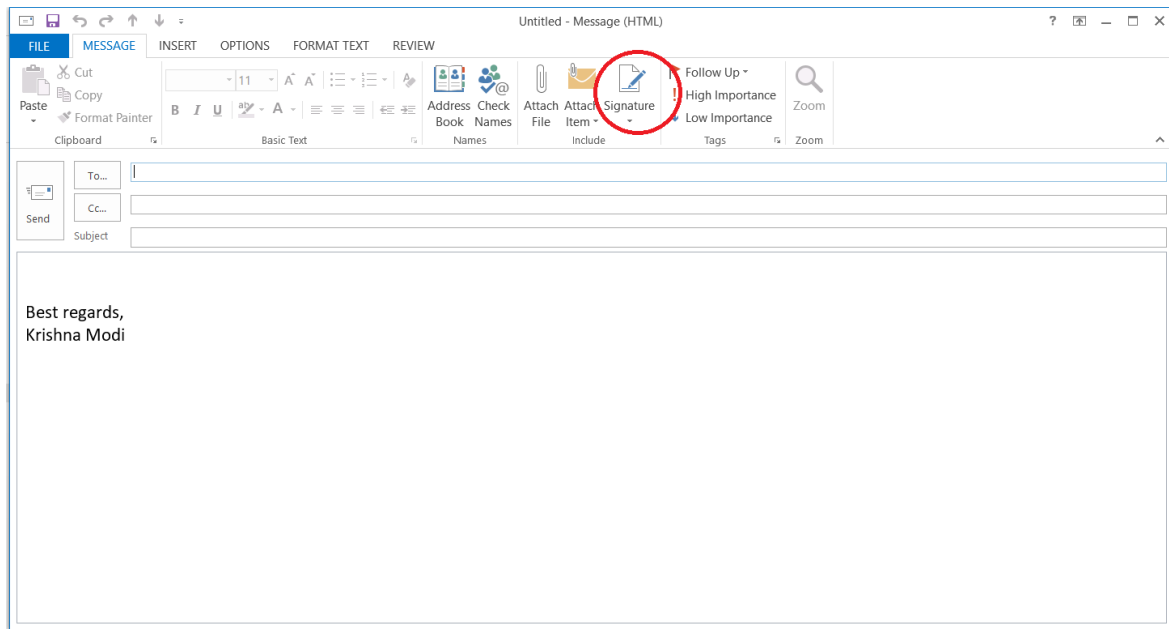
1. Click on the **File** tab, and then click on the **Options** icon.

2. The **Outlook Options** window will appear, and then select **Mail**.
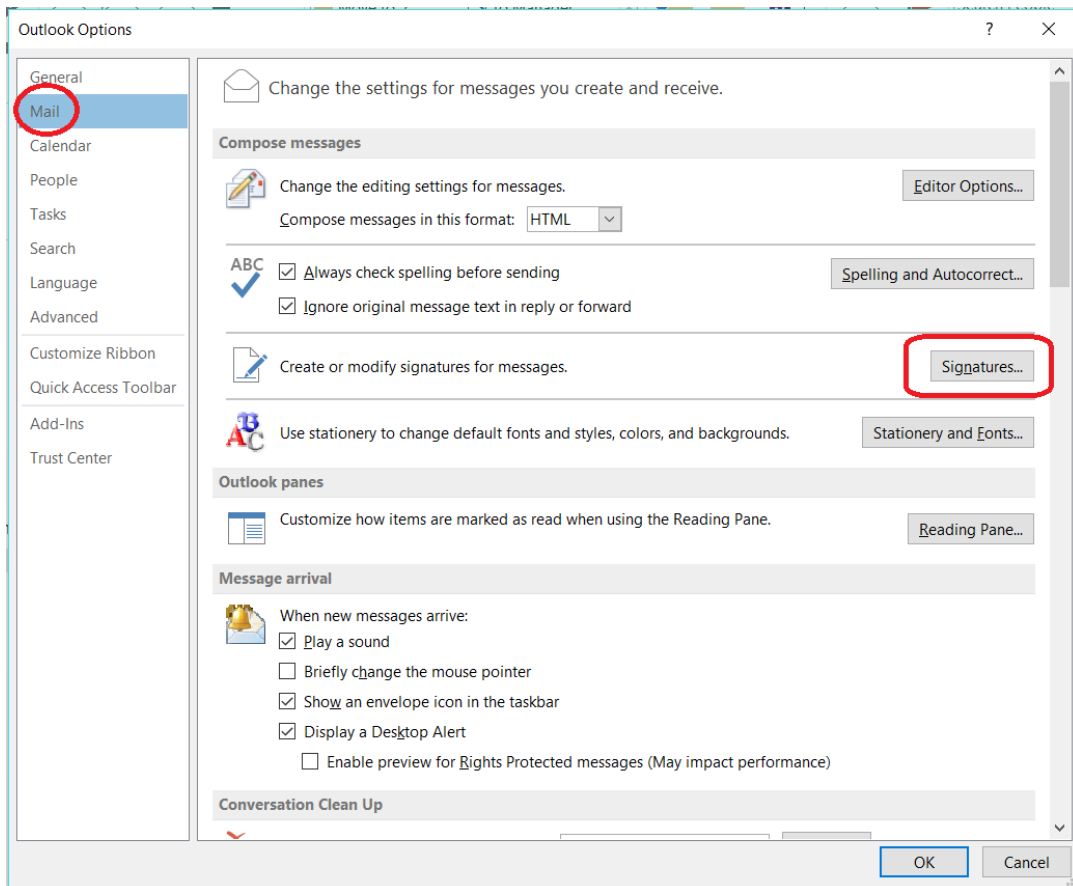
3. In the **Compose messages** section, click on the **Signature** button.
4. The **Signature and Stationery** window will appear.
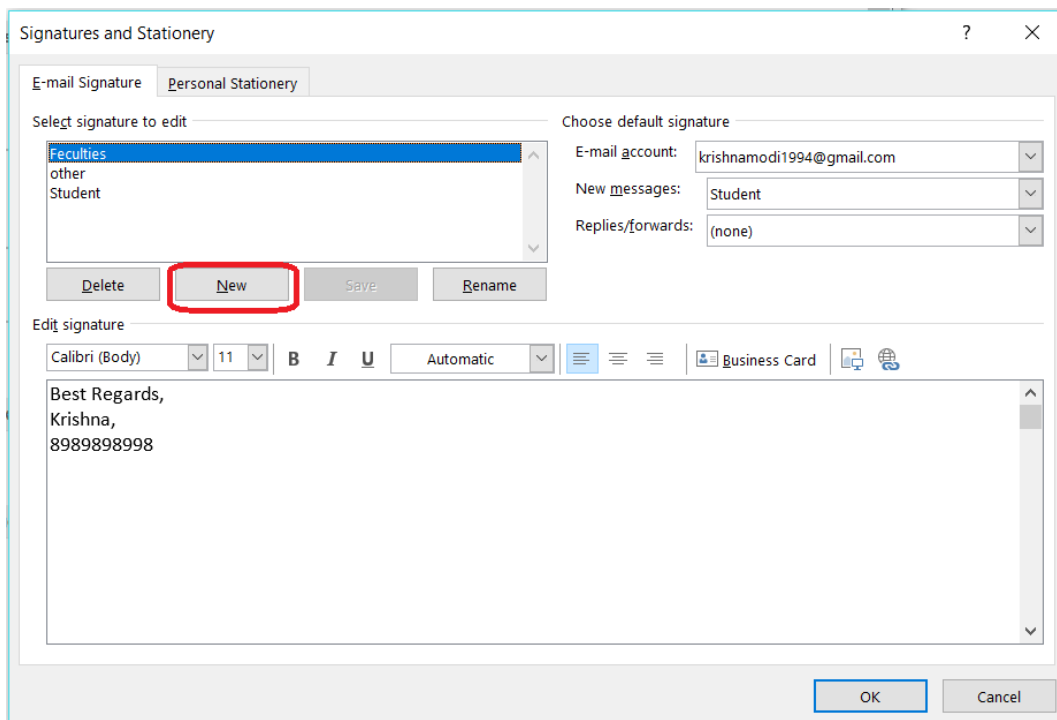
5. With the **E-mail Signature** tab selected, click on the **New** button.
6. The **New Signature** window will appear.
7. In the **Type a name for this signature** box, type your desired signature filename.
8. Click on the **OK** button.
9. The filename will appear in the **Select signature to edit** window, then type your signature text in the **Edit signature** window, and then click on the **OK** button.
10. When you compose new mail, you can see all your signature shown as below.

2. How to compose new mail?