



Outlook is Free for MSUB Students

I. Using the Calendar Feature in Outlook

Creating a New Event

1. **Open the Calendar View:**
 - o In Outlook, click on the calendar icon in the left corner to switch to the Calendar view.
2. **Create a New Event:**
 - o Click on the "New Event" button at the top left corner of the Calendar view.
 - o Alternatively, you can double-click on the date and time slot in the calendar where you want to add the event.

The screenshot displays the Outlook calendar interface. In the top-left corner, a blue button labeled "New Event" is circled in red. Below it, a calendar icon is also circled in red. The main calendar view shows a grid for May 2024, with events scheduled for various days. On the right side, a sidebar shows a monthly view for May and a list of upcoming events, including "meeting", "WebEditing", and "Summer Meeting".

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The screenshot shows the Outlook 'New Event' form. The title bar reads 'Briefly Write the Event Name - Calendar - @msubillings.edu'. The form includes the following fields and options:

- Event Name:** 'Briefly Write the Event Name' (highlighted in yellow)
- Attendees:** 'Add required people' and 'Add optional people' (both highlighted in yellow)
- Date and Time:** '5/24/2024' from '2:00 PM' to '2:30 PM' (all highlighted in yellow). Includes an 'All day' toggle and a globe icon.
- Recurrence:** 'Does not repeat' (dropdown arrow)
- Location:** 'Add a location' (with a location pin icon) and a 'Teams meeting' toggle.
- Reminder:** '15 minutes before' (dropdown arrow)
- Rich Text Editor:** Includes font settings (Helvetica, size 14), bold, italic, underline, strikethrough, link, unlink, list, and indent options.
- Notes:** 'You can add notes here' (highlighted in yellow)
- Buttons:** 'Save' and 'Discard' at the bottom left.

The right-hand side shows a calendar view for 'Fri, May 24 2024'. A green bar indicates the event is scheduled for '2:00 - 2:30 PM' with the status 'You are available'.

3. Enter Event Details:

- **Event Name:** Briefly write the event name in the provided field, it can be for example "Do my Homework", "Study Group Meeting", "Math Exam Preparation", "Submit Assignment"...etc
- **Invite Attendees:** If it is a meeting with your professor, you can enter their email addresses so it shows on their calendar as well.
- **Date and Time:** Set the date and time for the event.
- **Location:** Add a location if needed.
- **Reminder:** Set a reminder time (e.g., 15 minutes before you will receive a reminder).
- **Notes:** Add any additional notes or information in the text area provided.

4. Save the Event:

- Click the "Save" button to add the event to your calendar.

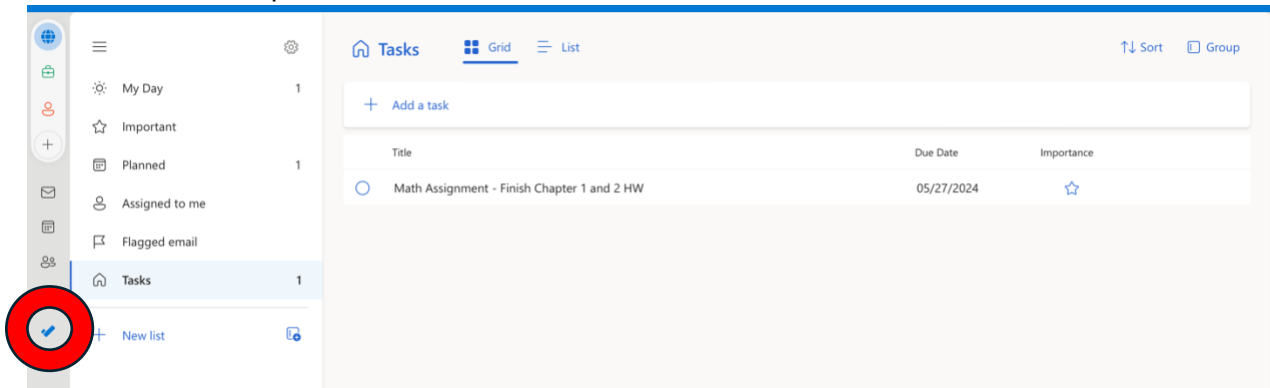


II. Using the Tasks and To-Do Lists Feature in Outlook

Creating and Managing Tasks

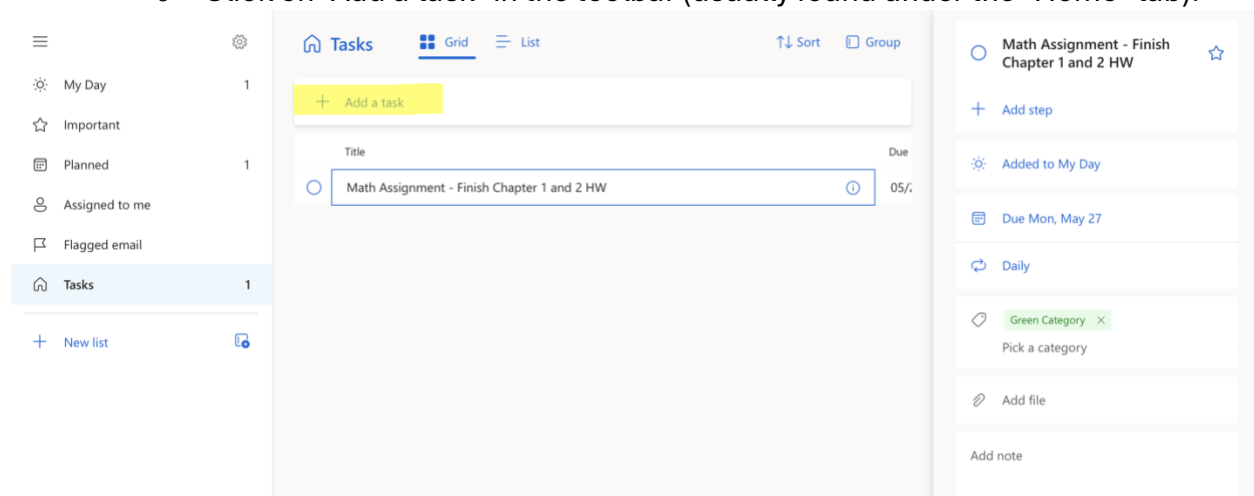
1. Open the Tasks View:

- In the lower-left corner, click on the task icon (a clipboard with a checkmark) to open the Tasks view.



2. Create a New Task:

- Click on "Add a task" in the toolbar (usually found under the "Home" tab).



3. Enter Task Details:

- **Subject:** Enter a subject for your task (e.g., "Math Assignment" or "Project Research"), add details or notes if necessary.
- **Due Date:** Set a due date for the task.
- **Reminder:** Set a reminder, for ex. daily until the due date.
- **Categories:** Assign a category to organize tasks (for ex. all math tasks are under green category). You can also add a file.

4. Save the Task:

- Click "Save & Close" to save the task and add it to your task list.



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Managing and Tracking Tasks

1. View Tasks:

- In the Tasks view, you can see all your tasks listed.
- Use the "Today," "Next 7 Days," and "Overdue" views to manage upcoming and overdue tasks.

The screenshot displays the Outlook Tasks application. The main view shows a list of tasks grouped by categories. The 'Green Category' contains two tasks: 'Math Assignment - Finish Chapter 1 and 2 HW' (due 05/7) and 'Math Assignment - Finish Chapter 3 and 4 HW' (due 06/1). The 'Purple Category' contains one task: 'Writing Essay - Comare and Contrast' (due 05/7). The right-hand pane shows details for the selected task, including options to 'Add step', 'Add to My Day', 'Due Wed, May 29', 'Weekly Weekdays', 'Add file', and 'Add note'.

2. Mark Tasks as Complete:

- Once you complete a task, check the box next to it in the task list, you can also delete it from the down right corner.

3. Edit or Update Tasks:

- To make changes to a task, double-click on it to open it, make your changes, and then click "Save & Close."
- *Note: You can access your emails, calendar, and tasks on the go with the Outlook mobile app.*



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III. Flag or pin your important emails

The image displays two screenshots of the Outlook web interface, demonstrating how to flag an email for follow-up. Both screenshots show the same inbox and email content, but with different actions taken on the 'Completed: Please DocuSign: Background Check Contingent Offer.docx' email.

Top Screenshot: The email 'Completed: Please DocuSign: Background Check Contingent Offer.docx' is selected. A red circle highlights the 'Flag for follow up' icon (a flag) in the top right corner of the email header area. The email body shows a DocuSign completion notification with a 'VIEW COMPLETED DOCUMENT' button.

Bottom Screenshot: The same email is selected. A red circle highlights the 'Flag for follow up' icon, which is now active, indicating the email has been successfully flagged. The email body content remains the same.