

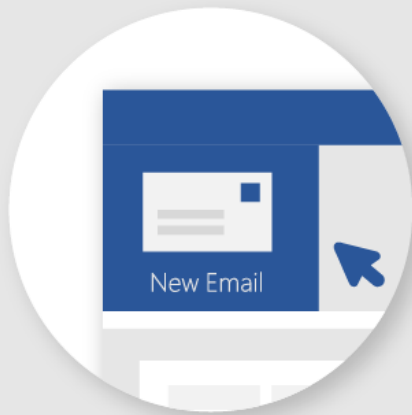
Compupac I.T

5 ways to make

Outlook work for you



1 Sign off in style



Open a new message.



On the ribbon, select **Signature**, then **Signatures**.



Select **New** and name your signature.

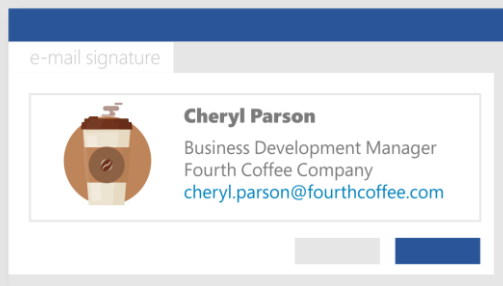
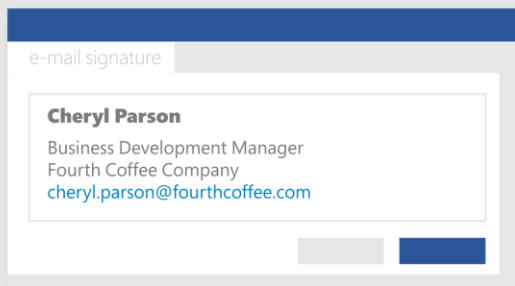
Now, add your contact information.



How-to steps and video:
aka.ms/outlooksignature



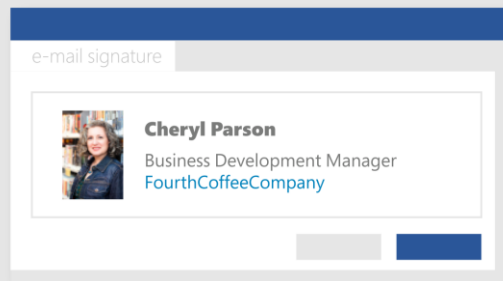
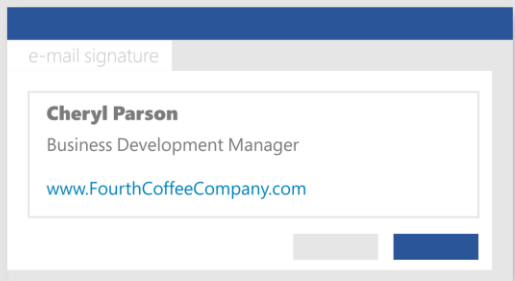
Text



Logos



Links



Images

2 Get attention with a mention

The @ symbol is the key to ensuring your email gets noticed. Plus, it's an easy way to add people to the To line.

Type

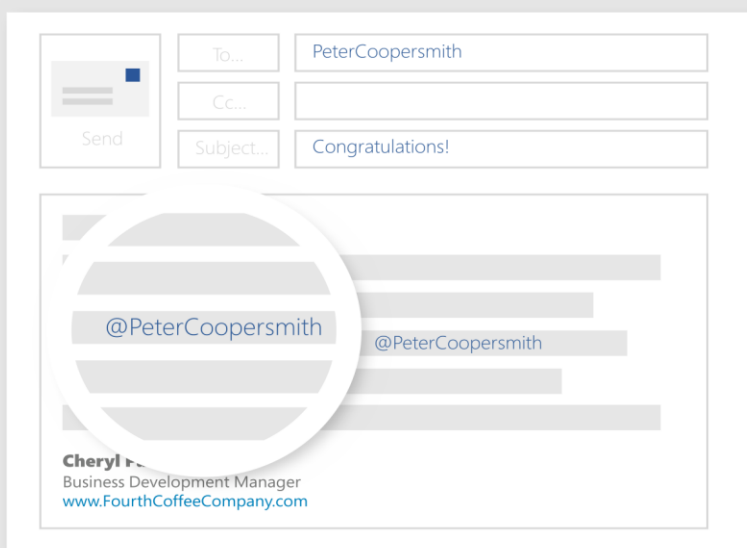


before a person's name anywhere in the body of the email.

Everyone you @mention is automatically added to the To line. Outlook will show the @ symbol in their message list in their inbox to get their attention.



How-to steps and video: aka.ms/outlook@mention





Chat and co-author Word, Excel, and PowerPoint files. See aka.ms/collaborate

3 Work together on one file



Select a file from your computer.



Attach the file to your message.



Select the drop-down next to the file name.



Upload to OneDrive.



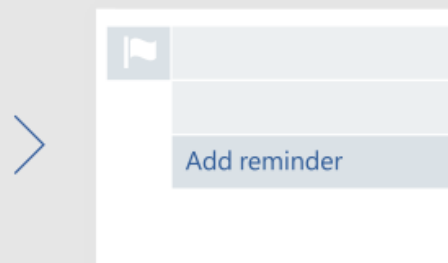
4 Don't forget a thing with reminders



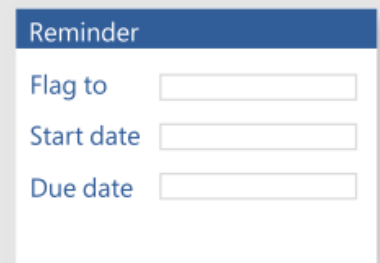
Flag time-sensitive messages to remind you to follow up, reply, call, and more.



Select the flag icon in the message list.



Right-click the flag and select **Add reminder**.



Set your reminder options.

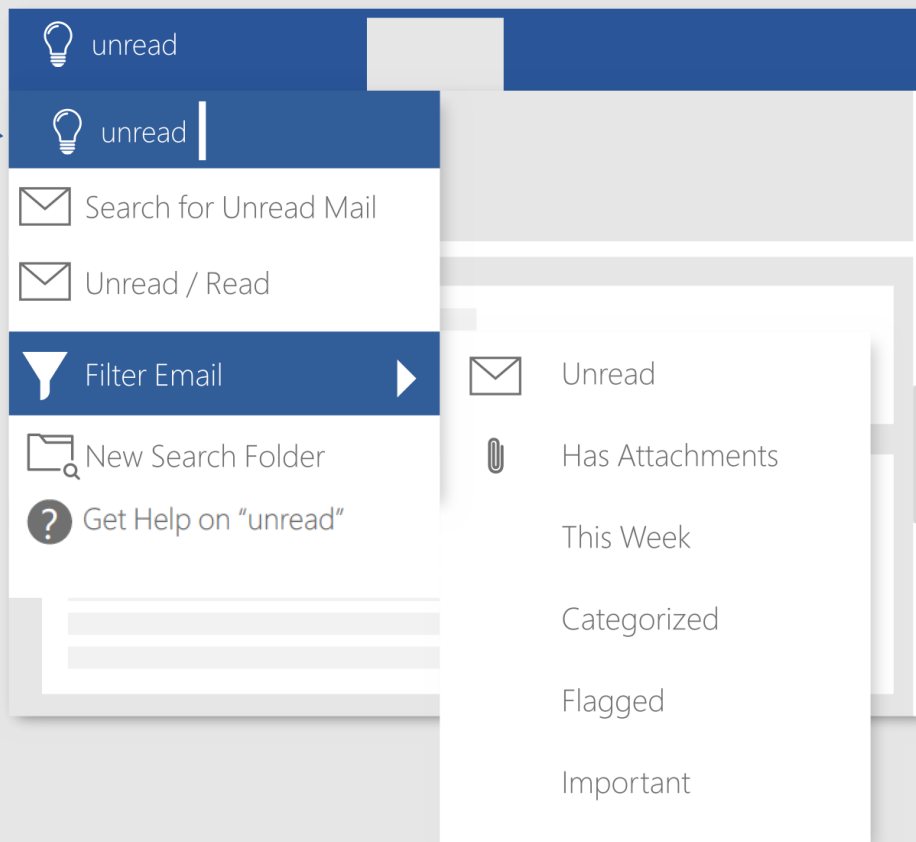
5 Have questions? Ask "Tell me"

Use the **Tell me what you want to do box** to learn more about all the things you can do in Outlook.



How-to steps
and video:
aka.ms/outlooktellme

Type an
action,
for example,
unread.



Then select one of
the search results
or select **Get Help.**

See more tips, videos, help, and training

Visit compupacit.ie/get-started-with-office-365/

These experiences are available in Outlook 2016 and Outlook for Office 365.