Microsoft Outlook

Outlook is a personal information manager available as a part of the Microsoft Office suite.

Though primarily an email client, Outlook also includes other functions such as calendar, task and contact management.

Content includes:

- Overview and Navigation
- Sending and receiving email
- Attaching files
- Flagging messages
- Junk email
- Working with the calendar
- Adding and editing contacts
- Working with tasks
- Creating an autosignature
- Editing messages
- Organising messages

- Searching for Outlook items
- Creating custom views
- Using colour categories
- Creating and editing rules
- Additional email techniques
- Appointments and events
- Scheduling meetings
- Managing contacts
- Task requests

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Microsoft OneNote

OneNote is a freeform digital note-taking application and is included in the Microsoft Office suite of applications.

You can use it to gather all your notes, drawings, screen clippings, and audio commentaries, and share the content with your colleagues if you wish.

Content includes:

- Overview and Navigation
- Adding pages and sections
- Editing pages and sections
- Adding content
- Working with linked notes
- Using quick notes
- Formatting notes
- Working with note containers
- Creating an outline
- Working with tables
- Using the drawing tools

- Tagging notes
- Searching for content
- Using templates
- Formatting pages
- Printing and exporting
- Security features
- Sharing notebooks
- Integrating with Outlook

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