



Microsoft Outlook Online

Quick Overview



Microsoft Outlook



- **Email Client**
- **Personal Data Manager**
- **My Day in One Place**



Outlook Cool Features



- **Organized Environment**
- **Commonly used in Workplace**
- **Web Based (Mobile App)**
- **Folder Structure**
- **Search Simplicity**



Productivity & Organization



- **Email**
- **Contacts Management**
- **Calendar & Planning**
- **Tasks Managements**
- **Files Management (OneDrive)**



Cool New Enhancements



- **Correction of Spelling and Grammar**
- **Emojies and Animated GIF**
- **Automatic Translation**
- **Manage Multiple Calendars**
- **Snap Calendars**
- **View Events in Your Task List**
- **Dark Mode**

