SZÉCHENYI EGYETEM
UNIVERSITY OF GYŐR

Outlook

User Guide

What is Outlook used for?

Outlook brings email, calendar, contacts, and tasks into one workspace. With Outlook, you can:

- Send and receive emails and share files
- Organize messages using folders, categories, filters, and rules
- Manage your calendar, schedule meetings, and set reminders
- Store contacts and access colleague or partner details
- Create tasks, flag emails, and track deadlines
- Sync mail, calendar, contacts, and tasks across devices
- Use Outlook on desktop, web, or mobile



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Accessing Outlook

Desktop app

Download New Outlook for **Windows** or **MacOS**.

Search for "Outlook" in the Start menu.

Sign in with your institutional email and password.

Web version

Open it in your browser:

https://outlook.office.com/

Sign in with your Microsoft account.

Mobile app

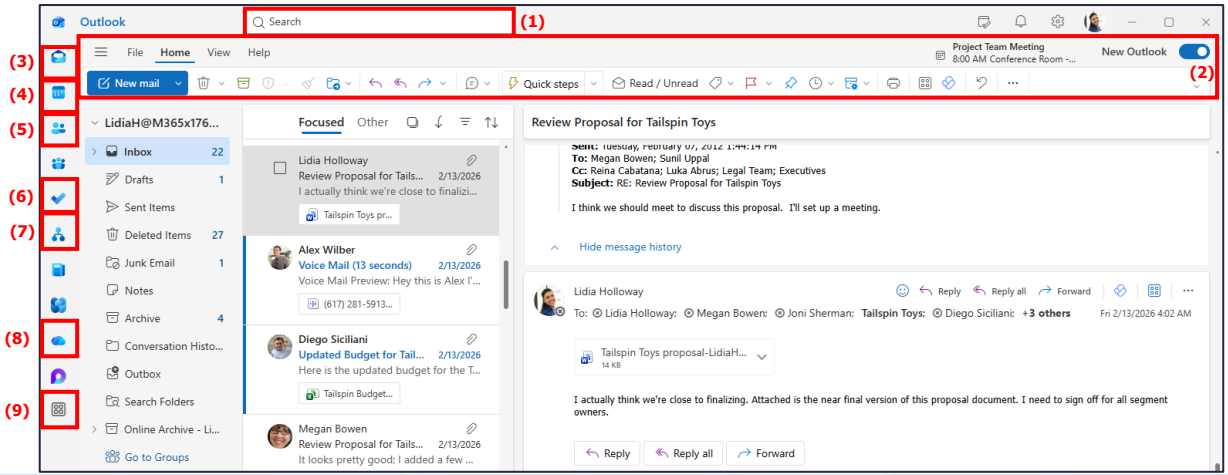
Outlook is also available on mobile devices:

for iOS **for Android**

Open the app and sign in with your Microsoft account.

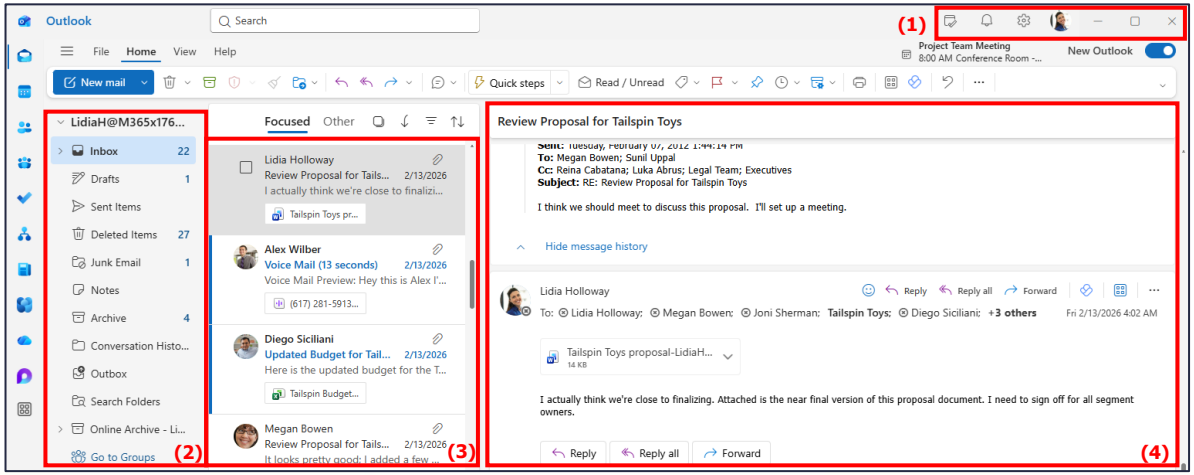
Navigating Outlook (1)

- **Search bar (1)**: Search for emails, attachments, tasks, people, and more.
- **Ribbon (2)**: Access actions. Commands are organized into tabs (Home, View, Help). Upcoming events are shown in the top-right corner.
- Main sections: **Mail (3), Calendar (4), People (5), To Do (6), Org Explorer (7), OneDrive (8), More apps (9)**



Navigating Outlook (2)

- **Navigation bar (1)**: Access calendar, tasks, notifications, and settings.
- **Navigation pane (2)**: View folders, archived emails, and Microsoft groups. The Inbox opens by default.
- **Message list (3)**: Displays emails in the selected folder.
- **Reading pane (4)**: Shows the selected email and available actions.

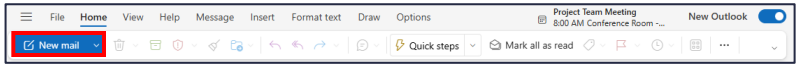


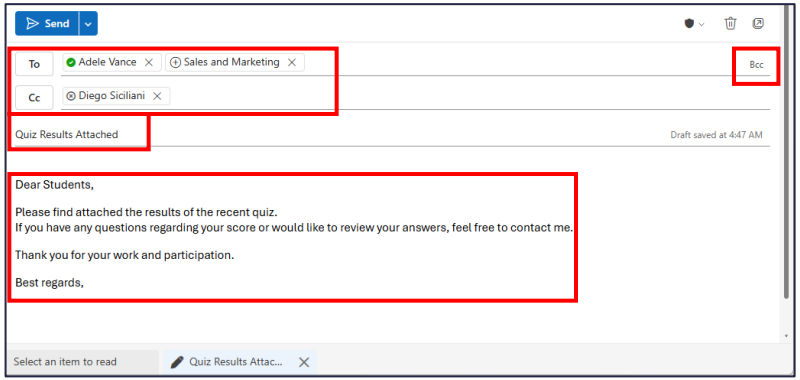
Composing emails (1)

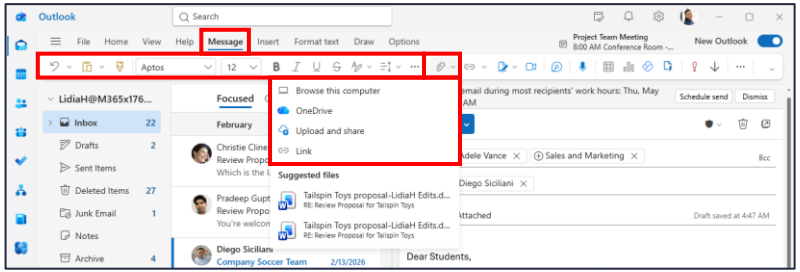
- Click **New mail** and add recipients (**To**, **Cc**, or **Bcc**).
- Add a clear **Subject** and **write your message**.

"Message" menu

- **Format the text**, such as the font, font size, font color, bullets, numbering, and more.
- **Attach files to your email by using the attach icon:**
  - "Browse this computer" and "OneDrive": You can send a copy of a file so the recipient can download and save it to their own computer; however, you will not see any changes they make later.
  - "OneDrive" and "Upload and share" and "Link": You can also send a link to a file stored in the cloud. With the appropriate permissions, you can collaborate on it together with the recipients.
- **Important:** Check recipients, use **Reply All** only when needed, and share links when collaboration is required.

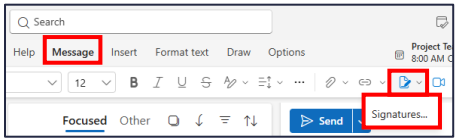






Composing emails (2)

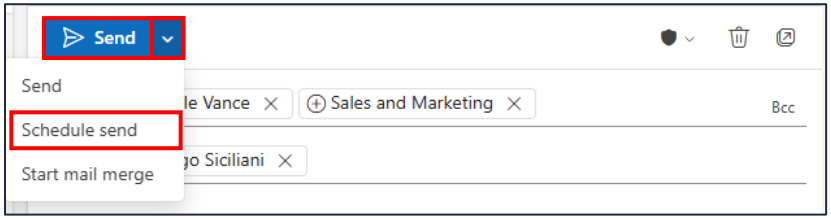
- Create a new signature using the [Intranet - University signature generator](), copy it as text **(Másolás > Szövegként),** then paste it in **Message > Signatures.. > + Add signatures**.
- Name and save the signature, and optionally set it as default for new messages, replies, and forwards.
- Click **Send** to send the email immediately, or use **Schedule send**.











Calendar management

You can create events and meetings, check availability and set reminders and view colleagues' calendars.

Create a new event or meeting:

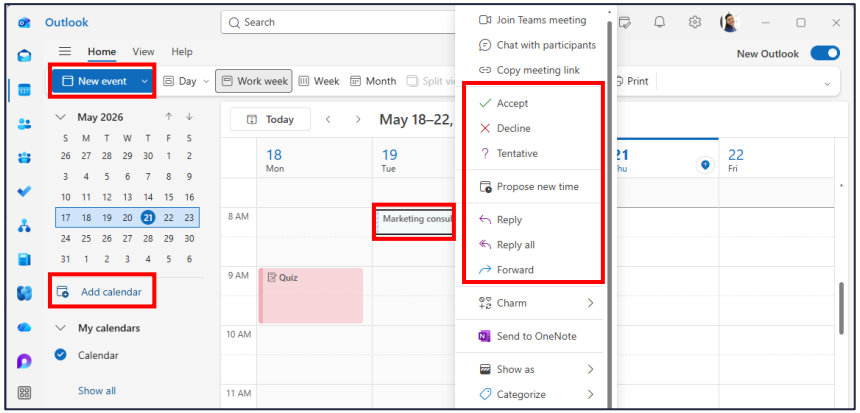
- Click **New Event**, add title, participants, time, location
- Enable **Teams Meeting** if needed.
- Use **Scheduling Assistant** to find a suitable slot.
- Set **Recurrence** if required, then click **Send**.

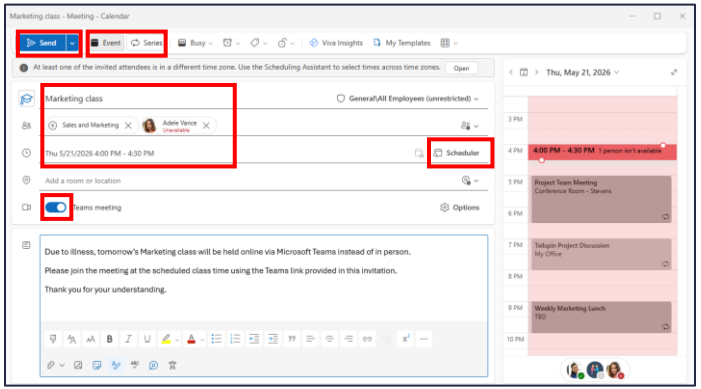
Reopen a sent meeting to change details, add a Teams link, forward, cancel, or update one occurrence or the full series.

Respond to invitations: Accept | Decline | Tentative | Propose New Time

View a colleague's calendar:

- **Add Calendar** > **Add from directory**
- Default view: Free/Busy status only - Full event details require extra permissions.





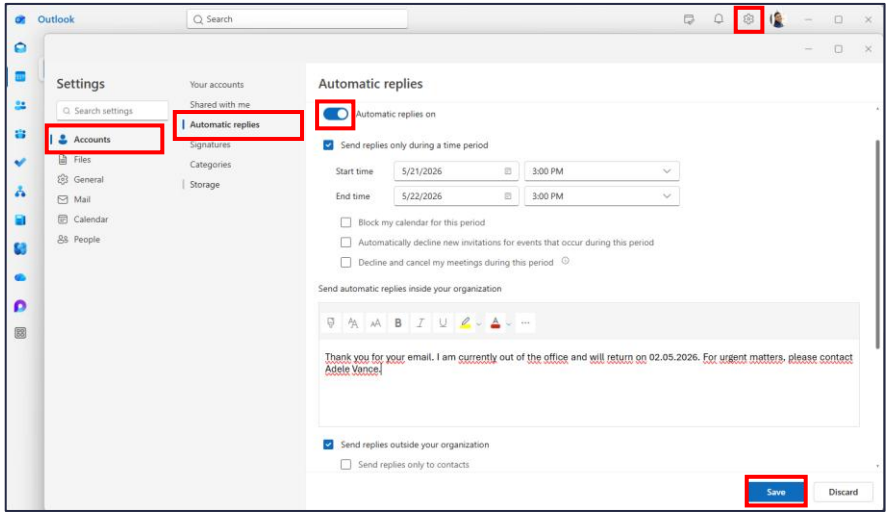
Automatic replies (Out of Office)

Set an automatic reply when you are away. To do this:

- Go to **Settings > Accounts > Automatic replies.**
- Turn on **Automatic replies.**
- Set **start** and **end** time.
- Enter the message.
- Set separate messages for **internal** and **external** senders.
- Click **Save.**

Example:

"Thank you for your email. I am currently out of the office and will return on [date]. For urgent matters, please contact [name / team / email]."



Task management

You can manage task in two ways:

- Use To Do for structured task management
- Flag emails for follow-up

To Do app: Open **To Do** from the left navigation and create and manage tasks in one central place.

Flagged emails: Mark emails for follow-up, these emails automatically appear in To Do under Flagged Email.

Complete tasks: Click the flag again to mark as done; a **green check mark** shows completion.

Key takeaway: Use **To Do** for planned work and **flags** for email-based follow-up.

