



Microsoft Outlook is described as a 'personal information manager', it is part of the Microsoft Office Suite and is most commonly used as an email application. It is the most common email programme used in large organisations. It also includes: calendar, task manager, and contact manager functions.

Here you will find guides written by, or carefully selected by Digital Unite. Each of our own guides can be printed out for your own reference, or shared with any other people that you are helping.

## What is Microsoft Outlook?

This email and calendar software is very useful, and forms part of the Microsoft Office bundle.

[>>Go to guide](#)

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## Emails and data protection

This European Union provides guidance on emails in relation to the GDPR data protection laws.

[>>Go to Guide \(This guide from the European Union will open in a new tab\)](#)

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## Tips for managing your Outlook inbox

Learn about features of Outlook that can help your inbox stay organised!

[>>Go to guide](#)

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## Configuring and using your Outlook calendar

A set of video and step-by-step guides to setting up and using the features of Outlook calendar.

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## Setting up an Outlook account on a mobile device

Step-by-step instructions for adding an Outlook account to your mobile device (Android or IOS)

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## Creating an Outlook email distribution list

Step-by-step guide to creating an email distribution list for Outlook 2003 onwards.

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## Using the out of office assistant in Outlook

A step-by-step guide to set automatic replies or 'out of office' messages for work Outlook (exchange) accounts.

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