

Microsoft Outlook

Microsoft Outlook is Microsoft Office Suite and is most commonly used as an email application. It also includes: calendar, task manager, and contact manager functions.

[What is Microsoft Outlook?](#)

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

[Go to guide](#)

Emails and data protection

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

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

This link will take you to information on a different website. Digital Unite have selected this information for inclusion because it is up-to-date, relevant and easy-to-understand.

[Tips for managing your Outlook inbox](#)

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

[Go to guide](#)

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.

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

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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)

[Go to guide](#)

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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