

# What is Microsoft Outlook?

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Microsoft Outlook is used for emails and also personal management of information, and is generally part of the Office suite of applications, although it can be purchased separately as a single application.



- Whilst Outlook is mostly used for storing, receiving and sending **emails**.
- When using Outlook for emails, it has the usual features associated with email applications such as Inbox, Outbox, Drafts and Deleted Items.
- It is called a personal information management tool because it also includes **calendar, tasks, contacts** and **notes** as well as a journal.
- With additional software, Outlook can also be integrated with mobile devices.
- The Calendar element of outlook can be used to keep appointments and plan meetings and can synchronise with other Outlook user's calendars. The calendar can be useful for tracking events and important dates, particularly when used with sound alerts and alarms.
- **Tasks** are also useful for remembering things you need to do with the ability to set an audible alarm.
- The Contacts element of Outlook can store address, email and contact details of your friends and family. Messages can also be sent directly from the contact list.

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