UNIT 6: EMAIL MESSAGING (INTERMIDIATE)
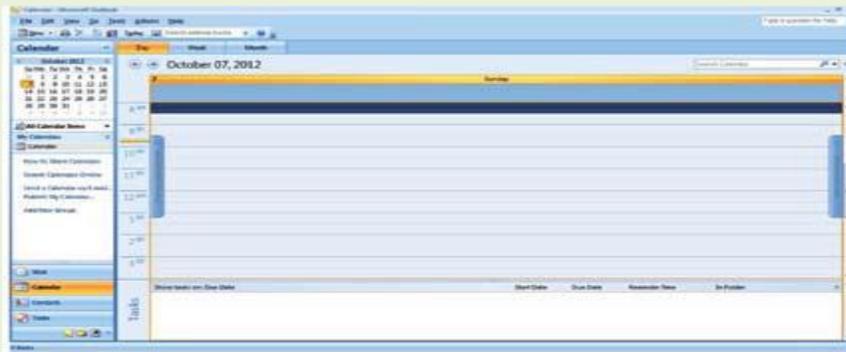
SESSION 1: WORKING WITH CALENDAR

Time Management is the act of planning to stay organized will result in increased efficiency and productivity. Time management can be performed using simple techniques such as a paper or pen;

Calendar software provides the user an electronic version of a calendar. It is a time management tool, a system of organizing days for social, religious, commercial, or administrative purpose. Most email applications include support for working with calendar, You can also use online calendar such as Google Calendar however this requires internet connectivity.

In this chapter, you will learn to work with a calendar application. In this chapter you will be practicing on Outlook Calendar. At the end of sessions, you can easily navigate on any other calendar software as the features are almost the same

Start the email program by

- Click Start>Programs>Microsoft Office > Microsoft Outlook
- Click calendar located at the bottom left corner(see this figure)
- You can create appointments and schedule day-to-day activities Using calendar.