

Outlook Overview

Quick Launcher

Access the Microsoft suite of apps here.

Find whatever you need

Search all your mail boxes and commands with a keyword or phrase.

Your inbox, your way

Sort and filter messages, and group messages by subject in conversation view

Compose new email

Draft and send email here

Display what you need

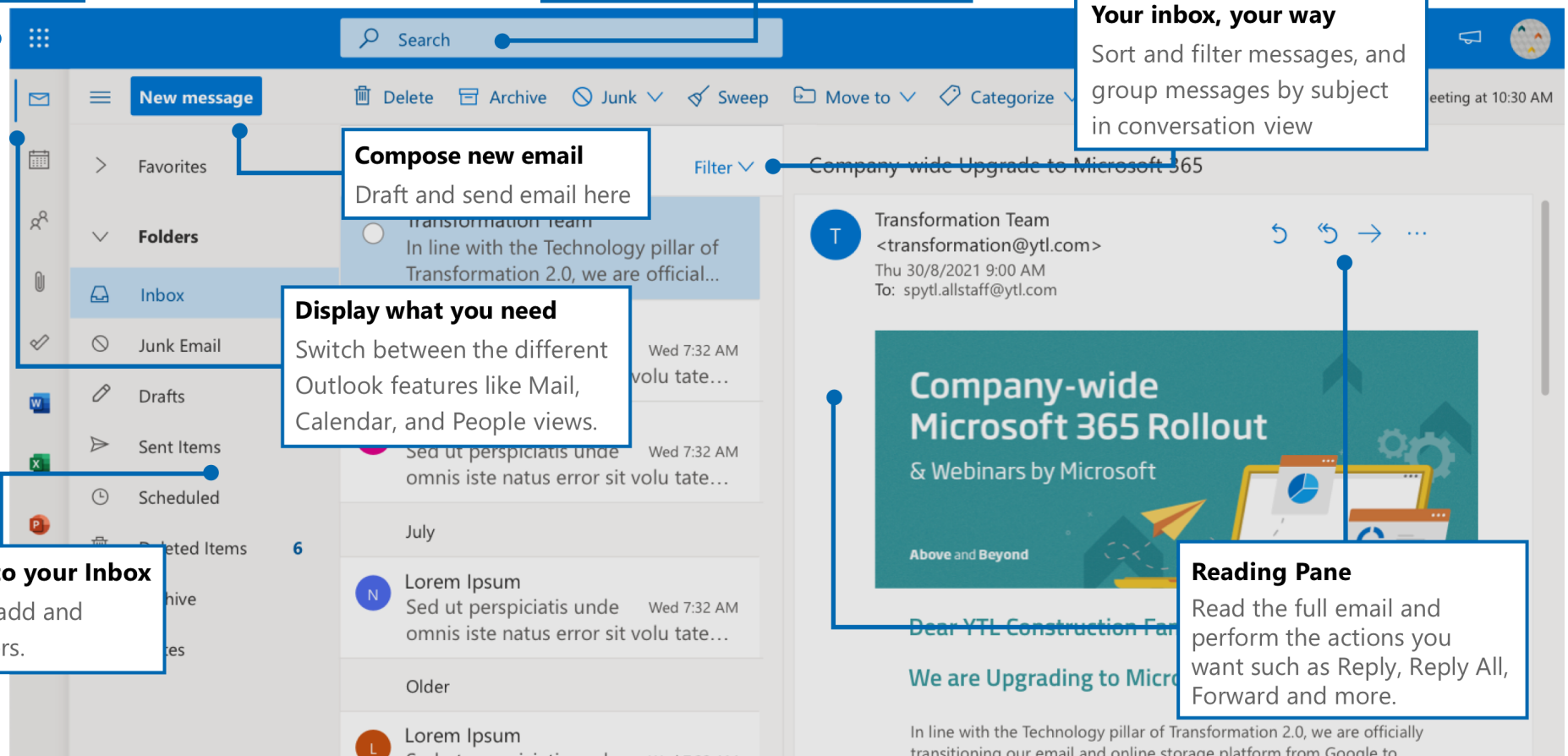
Switch between the different Outlook features like Mail, Calendar, and People views.

Add folders to your Inbox

Right-click to add and organise folders.

Reading Pane

Read the full email and perform the actions you want such as Reply, Reply All, Forward and more.



Calendar Overview

Display what you need

Switch between the different Outlook features like Mail, Calendar, and People views.

Search your calendar

Start typing in the Search box to instantly find meetings, appointments and commands.

Switch your point of view

Select to see how busy your days, weeks and months are.

The screenshot shows the Outlook calendar interface. The top navigation bar includes 'Outlook', a search box, and icons for 'Meet Now', 'Share', and 'Print'. The main area displays a calendar for September 2021, with a 'New event' button and navigation arrows. A 'My calendars' list on the left includes 'Calendar', 'Birthdays', and 'Malaysia holidays'. A callout box points to the search box, another to the navigation arrows, and a third to the 'Add calendar' button. A fourth callout points to the calendar grid, and a fifth to the 'Nothing planned for the day' message.

Navigate your schedule

While looking at the current day, week, or month, select the Up or Down arrows to switch the current view.

Create new items in place

Click anywhere to create a new meeting, appointment, or other events.

View shared Calendars

Focus on your own schedule or display any additional Calendars that have been shared with you by other people or Groups.

Calendar Invitations

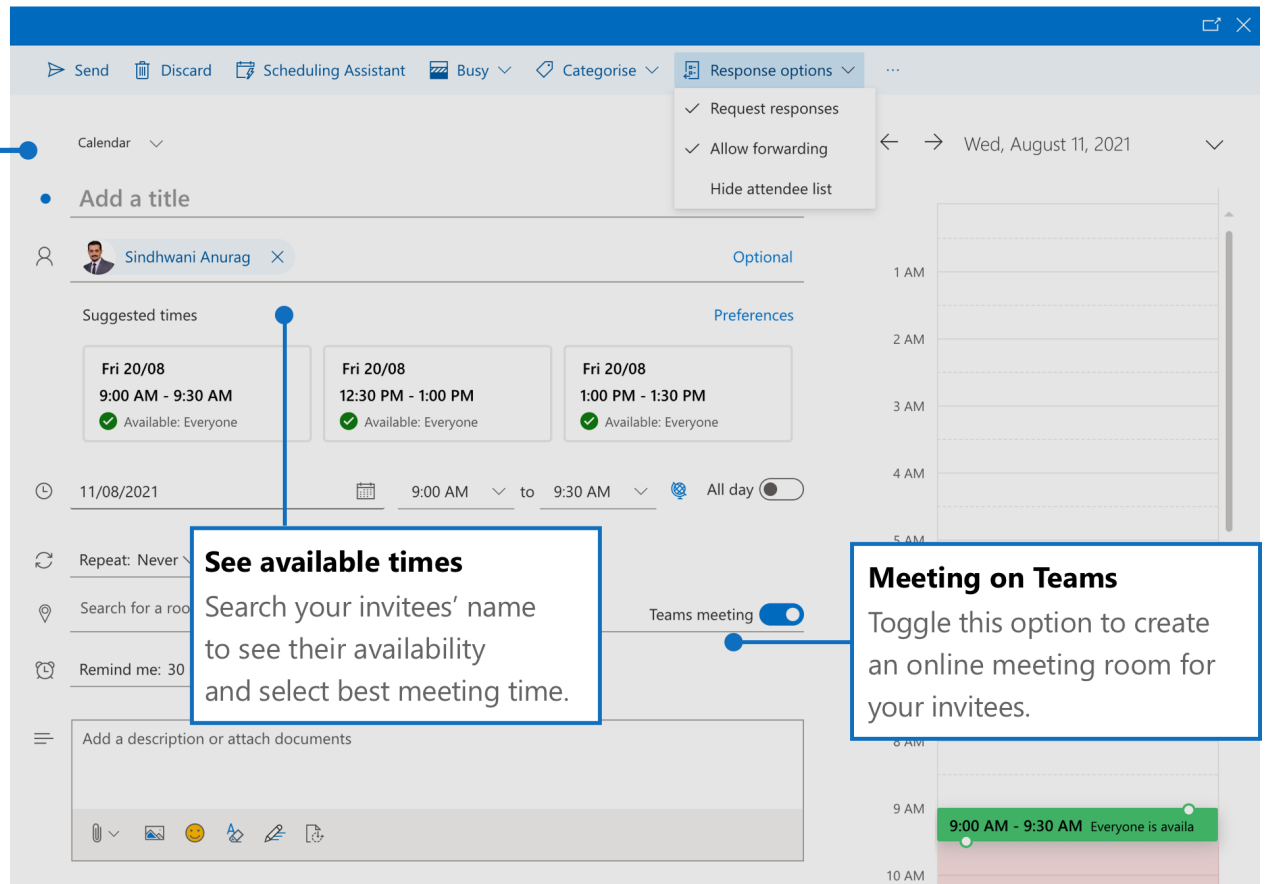
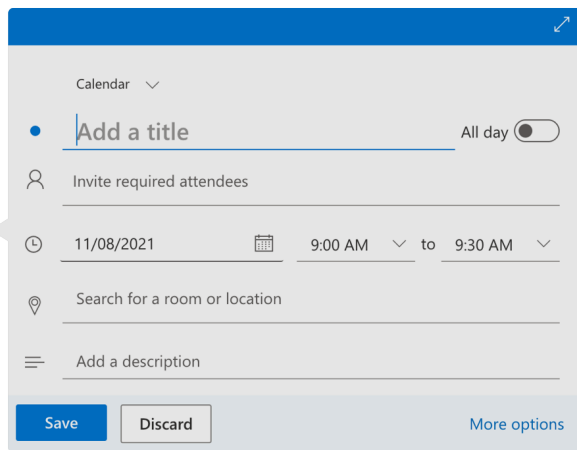
More invite options

Click on More Options in the bottom right corner or ↗ in the top right corner to open the detailed options.

Quick create

Click anywhere to create a new event with summarised details and description.

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See available times

Search your invitees' name to see their availability and select best meeting time.

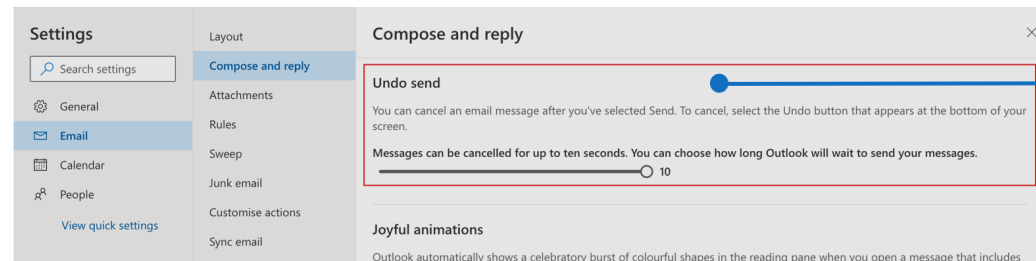
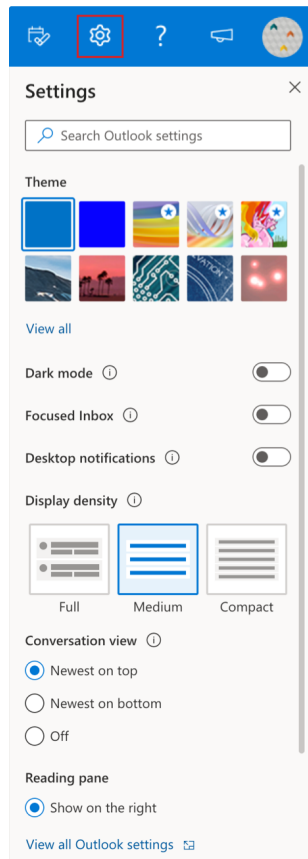
Meeting on Teams

Toggle this option to create an online meeting room for your invitees.

Undo Send & Out of Office

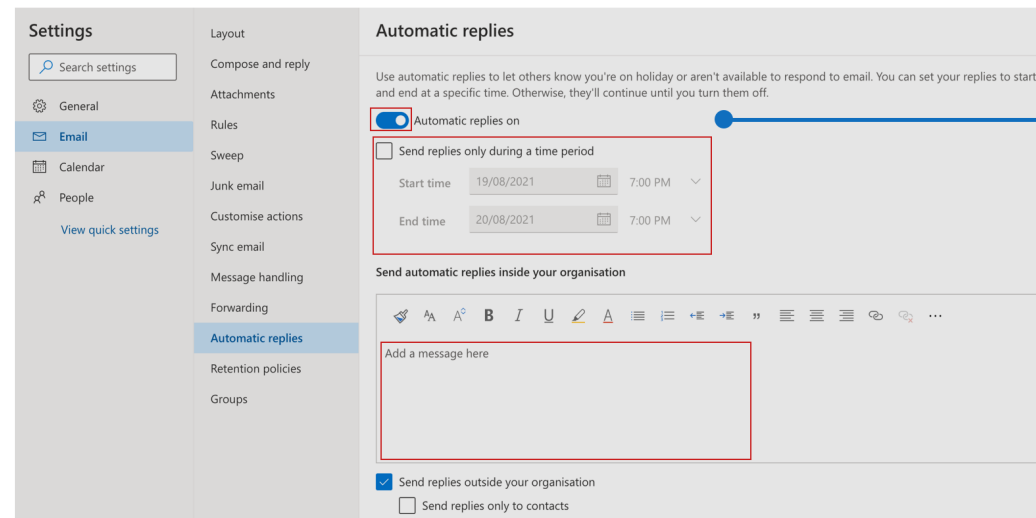
Search Outlook settings

Start typing any settings and instantly find Outlook options and commands.



Undo send

Search "undo send" in Settings. Set 10 seconds to cancel an email after you have selected Send.



Out of office

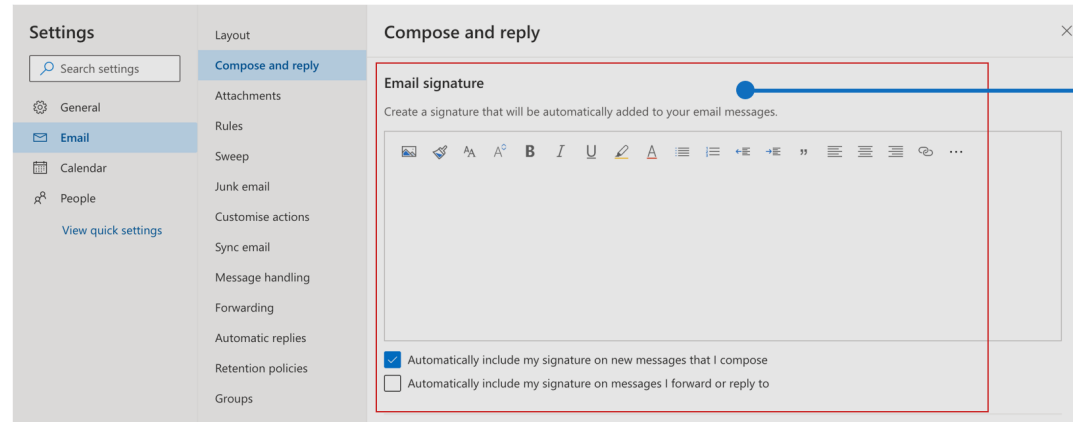
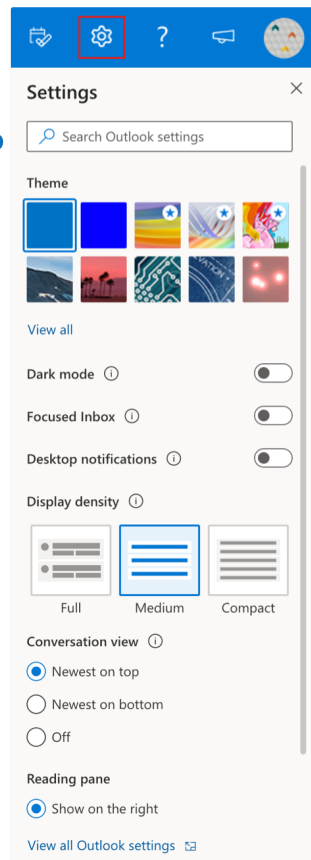
Search "automatic replies" in Settings.

Toggle "on" and set your email message and the period when you are out of office or unavailable.

Email Signature

Search Outlook settings

Start typing any settings and instantly find Outlook options and commands.



Personalised signature

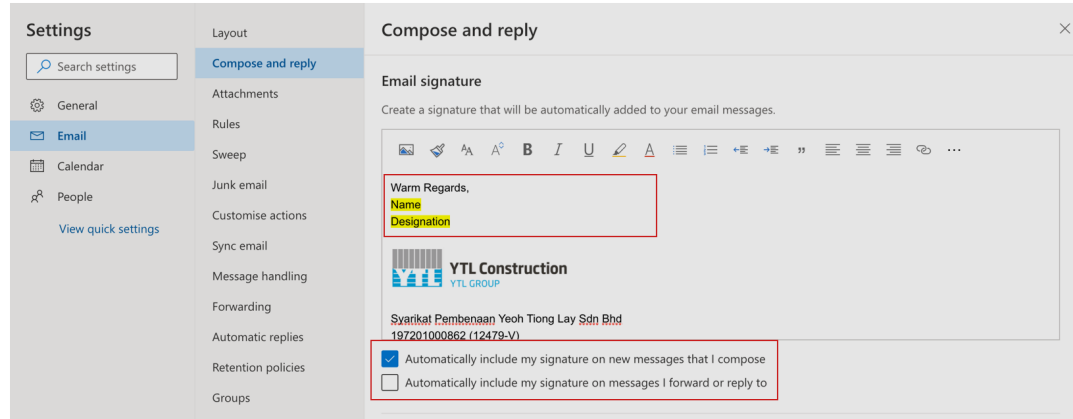
Search "signature" in Settings.

Go to:

bit.ly/spytl-outlook-signature to copy the YTL Construction standard signature template.

Paste the signature, banner, and the legal disclaimer into the text box in Outlook.

Set to "automatically include my signature...".



Need More Help?

If you encounter problems after trying these features, please contact the SUPPORT TEAM via these channels:



Email the Team

Email Helpline: 365support@ytl.com



Join the live
Zoom helpline

Meeting ID: 823 5779 2307

Password: 222588

Duration: 30th August to 2nd
September during work hours