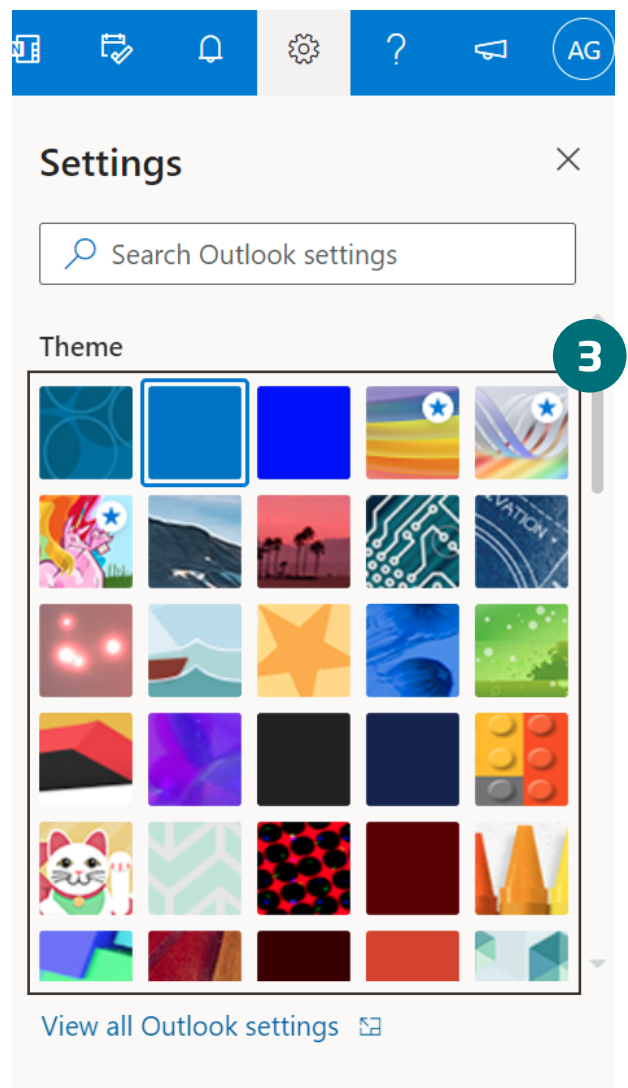
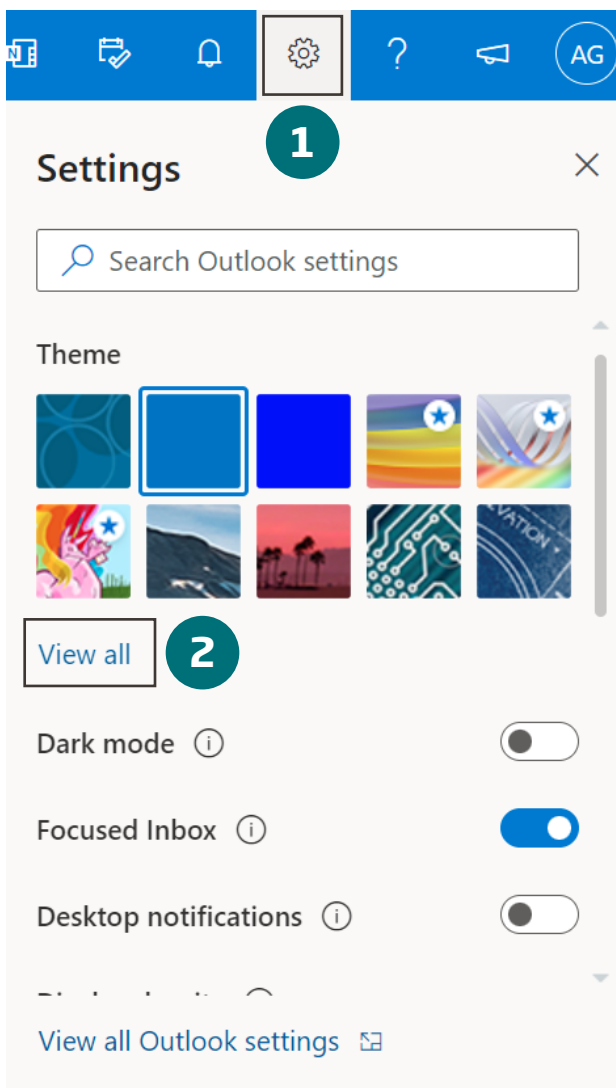


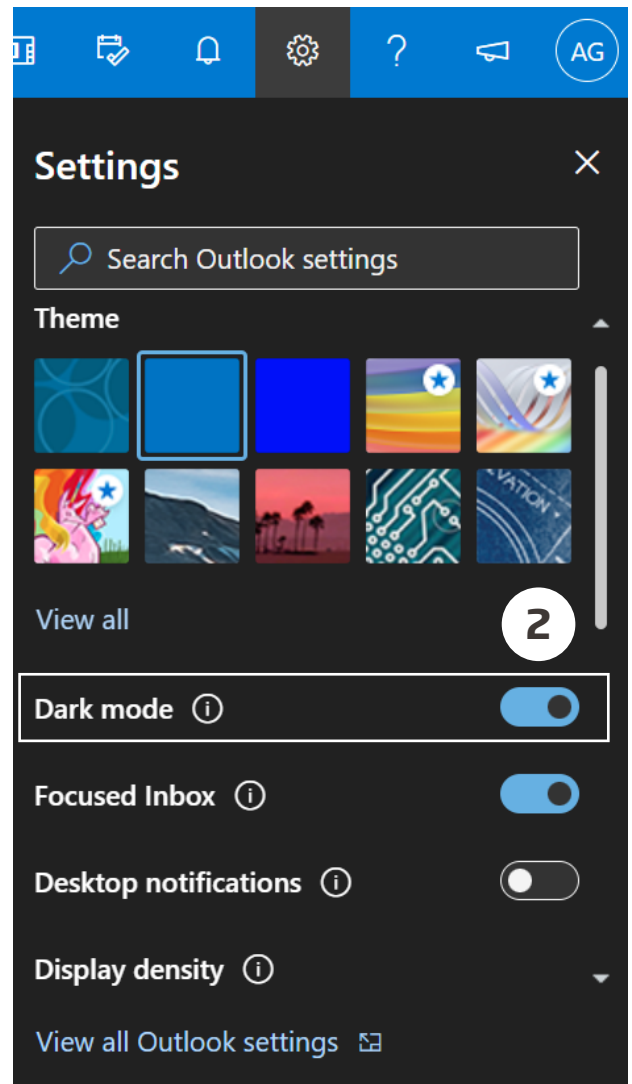
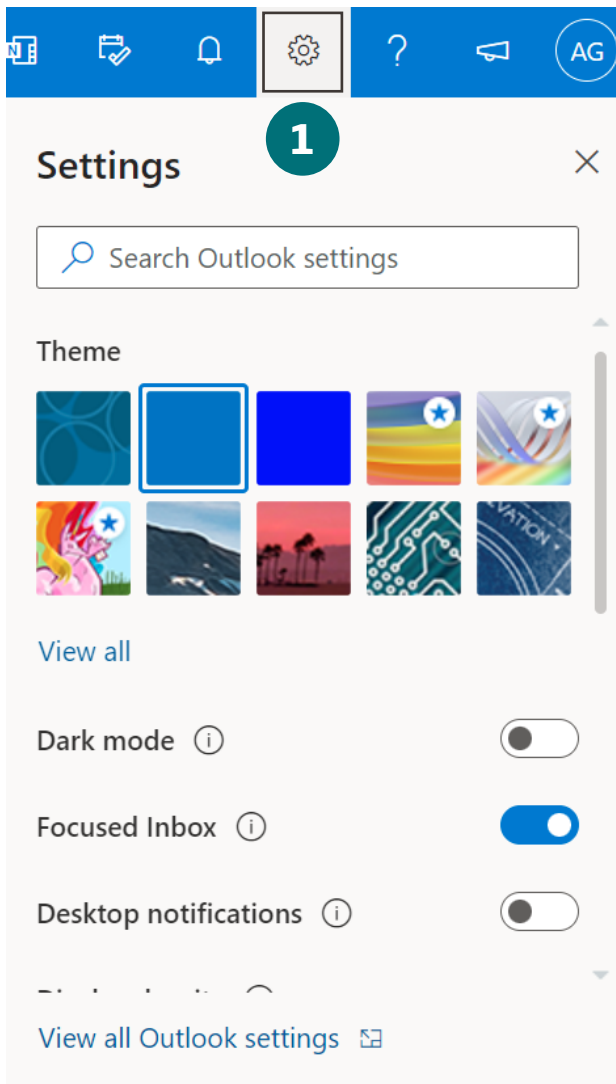
Customise Theme

1. Click on the 'Settings' icon at the top right of the Outlook page
2. Click 'View all' for more selection of themes
3. Click on the theme you prefer. The theme you select will automatically appear on your screen



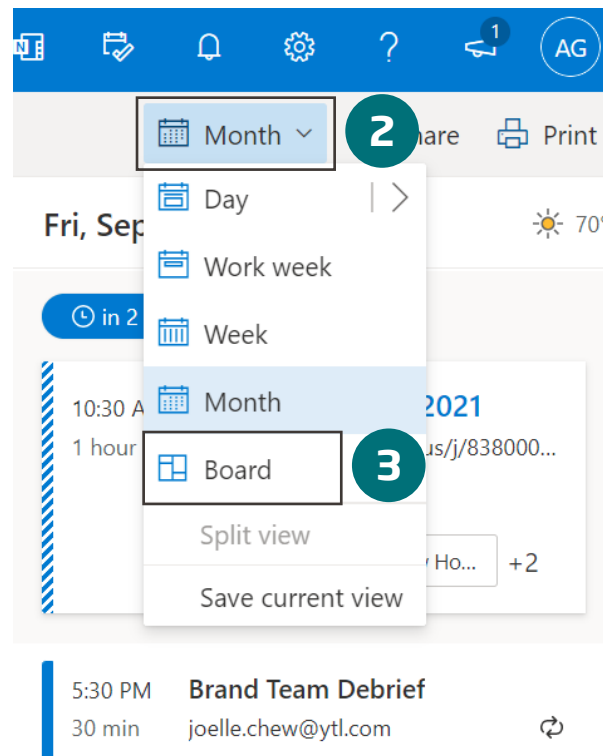
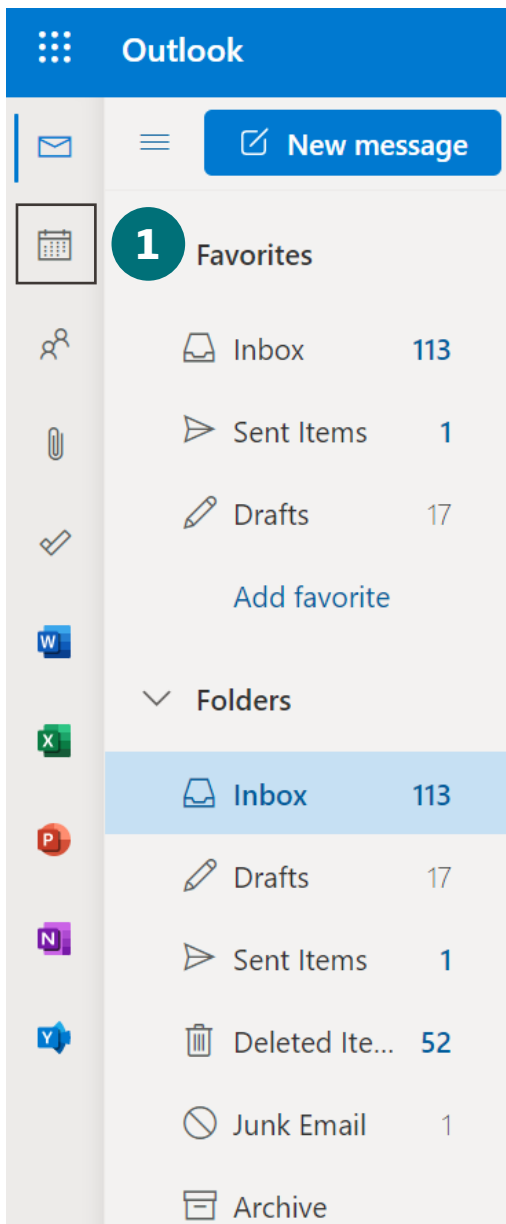
Dark Mode

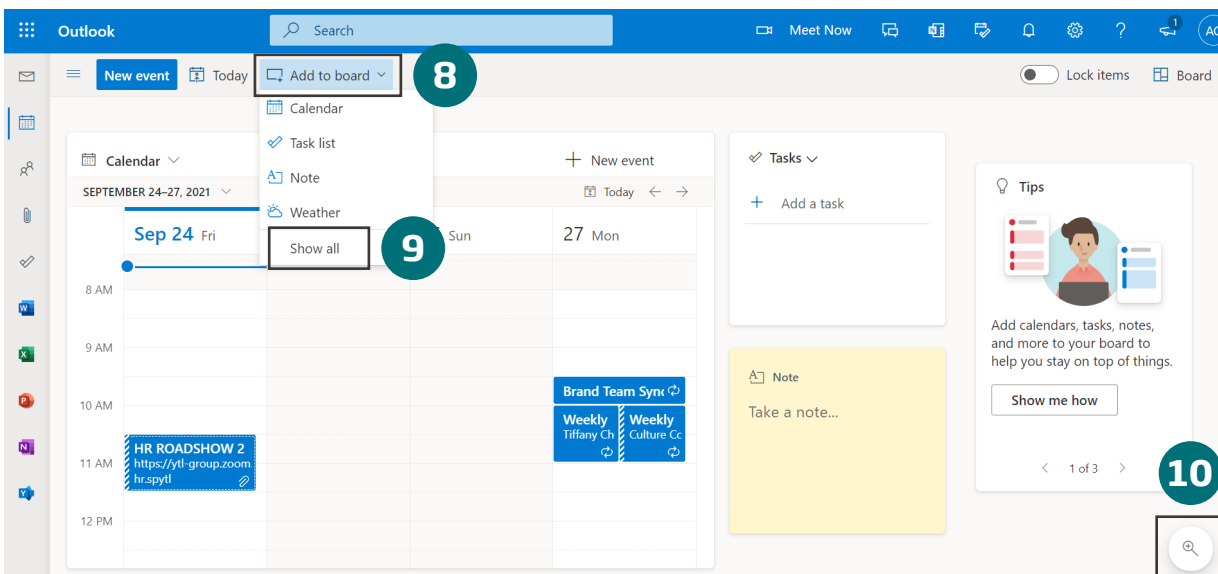
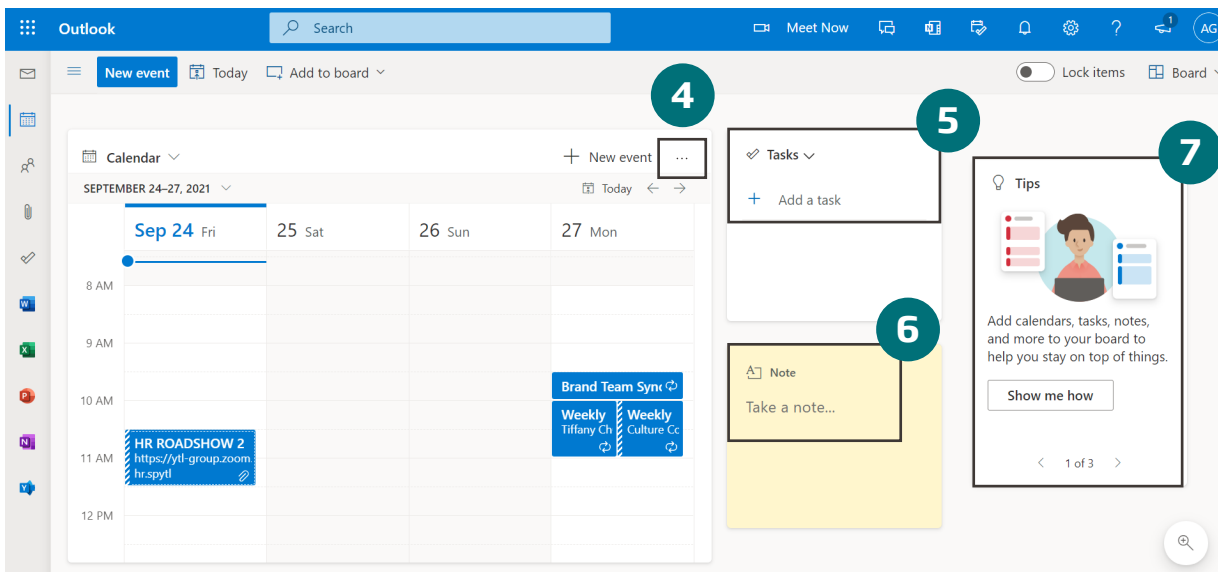
1. Click on the 'Settings' icon at the top right of the Outlook page
2. Turn on dark mode to have a black background



Outlook Board View

1. Click on the 'Calendar' icon in the navigation pane
2. Click 'Month' at the top right of the Calendar page
3. Select 'Board' from the dropdown



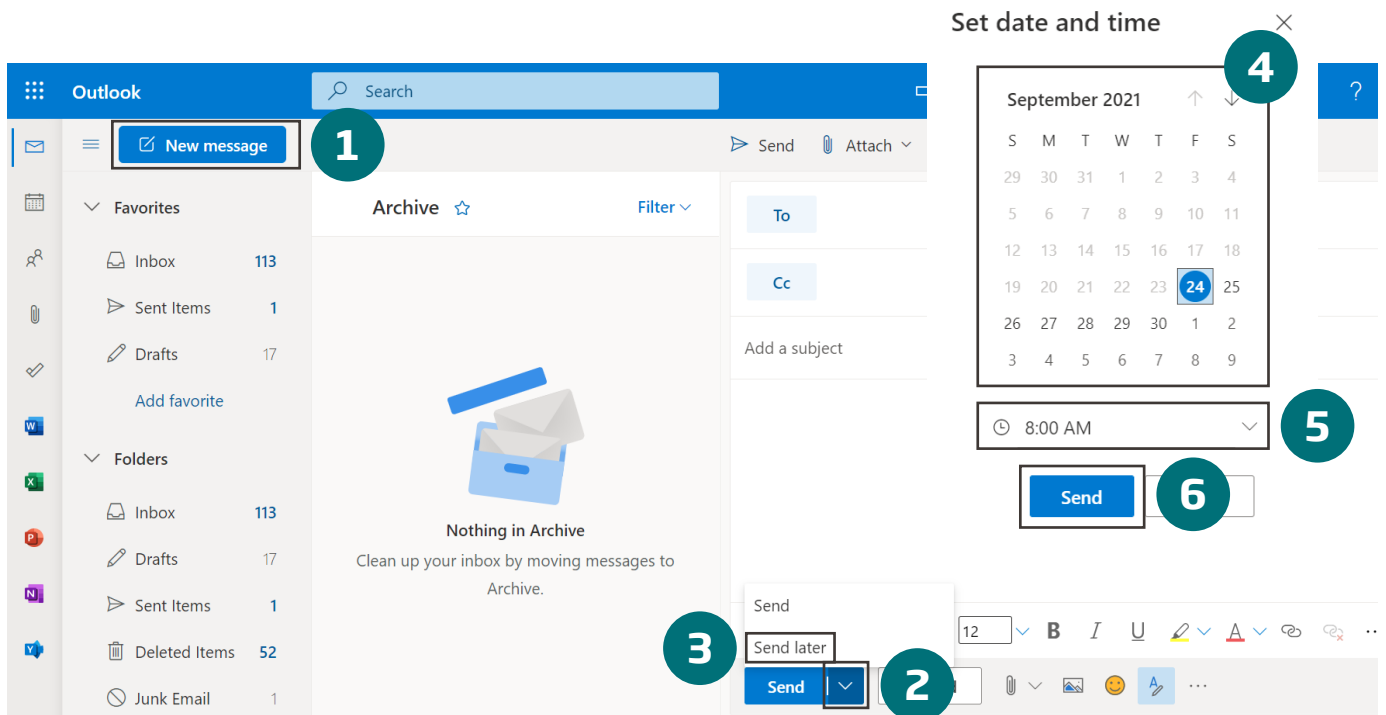


By default, you will see four items: Calendar, Tasks, Note & Tips.
Drag them around and arrange them as you like

4. For each item, click on the 'More Options' icon for more settings
5. Type in your to-do list
6. Change the colour of notes if needed
7. Read tips for extra guidance
8. Select 'Add to board' to add more items
9. Click 'Show all' for more selection
10. Click on the 'Zoom' icon to zoom in or out

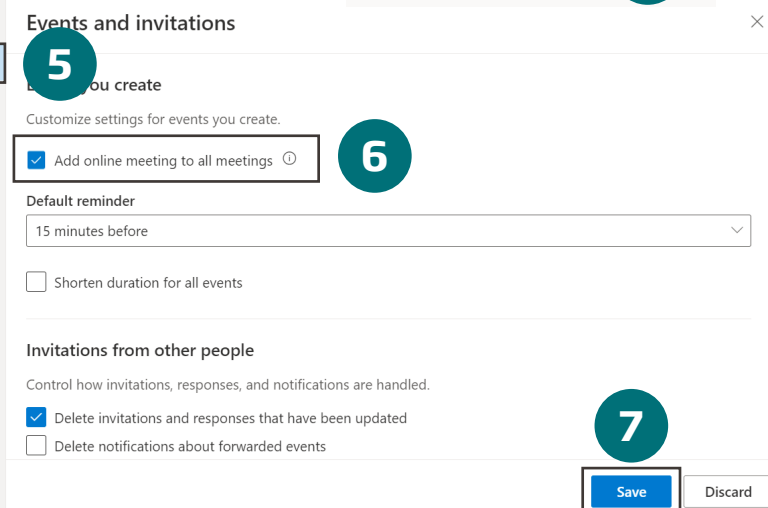
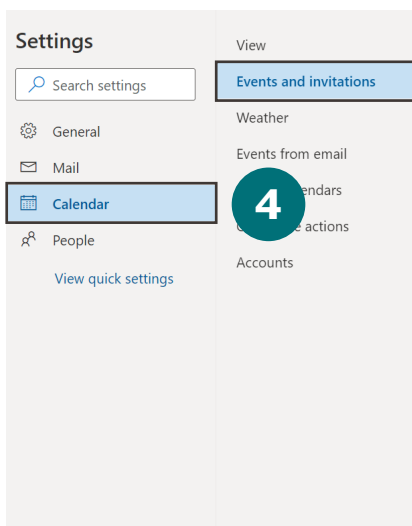
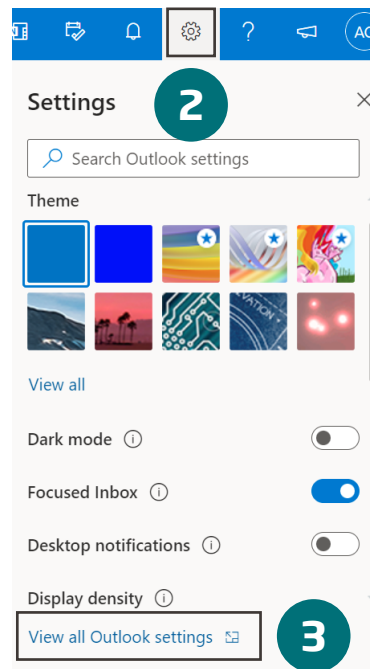
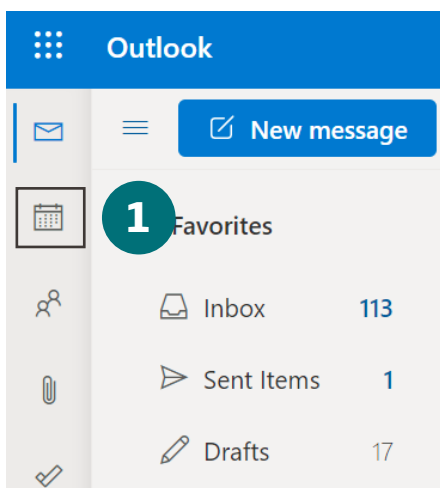
Schedule Emails to Send

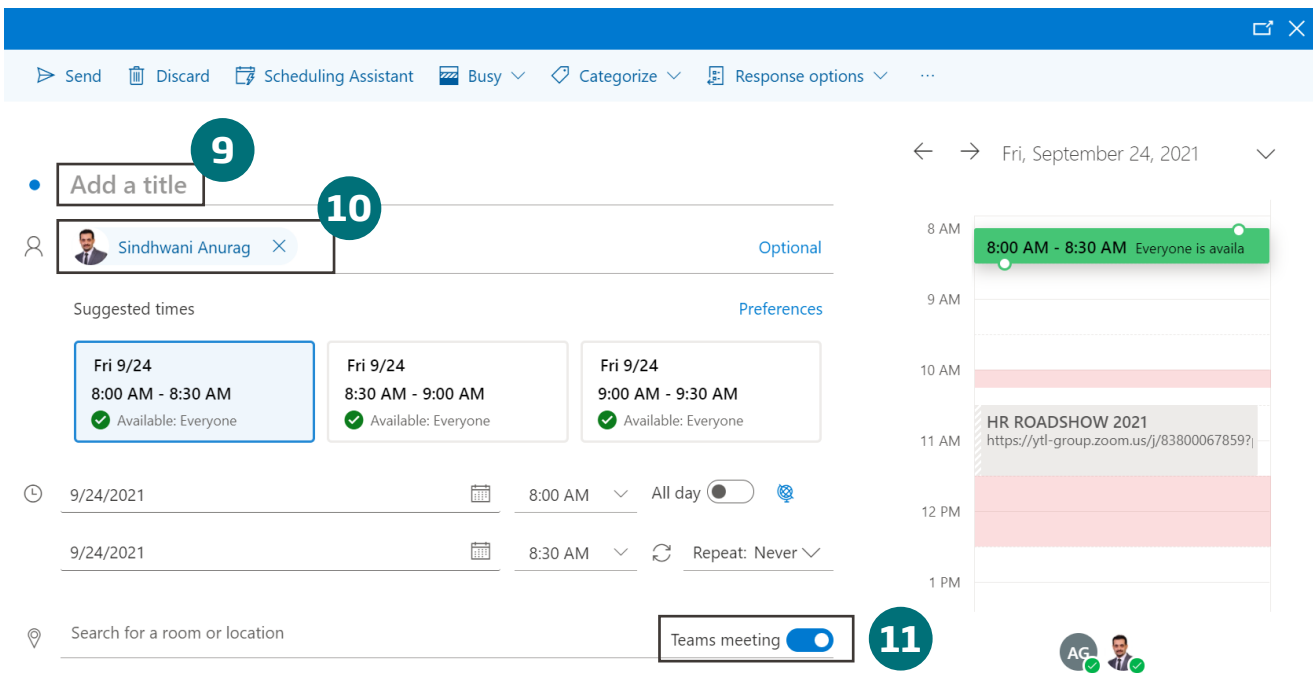
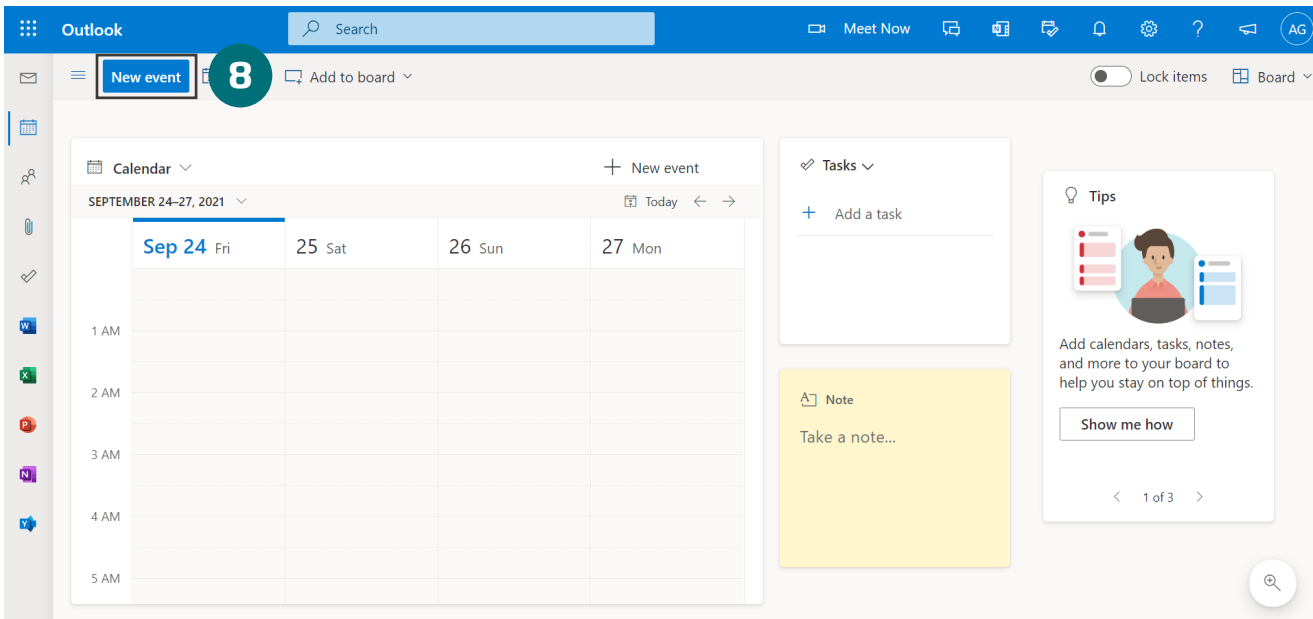
1. In your Outlook page, click 'New message' to compose your email
2. Click on the arrow on the 'Send' button for more options
3. Select 'Send later'
4. Select the date to send the email
5. Set the time to send the email
6. Your email will be sent as scheduled



Enable Teams Default Meeting

1. Click on the 'Calendar' icon in the navigation pane
2. In the calendar page, click on 'Settings' icon
3. Click 'View all Outlook settings'
4. Click 'Calendar'
5. Click 'Events and Invitations'
6. Select 'Add online meeting to all meetings'
7. Hit the 'Save' button

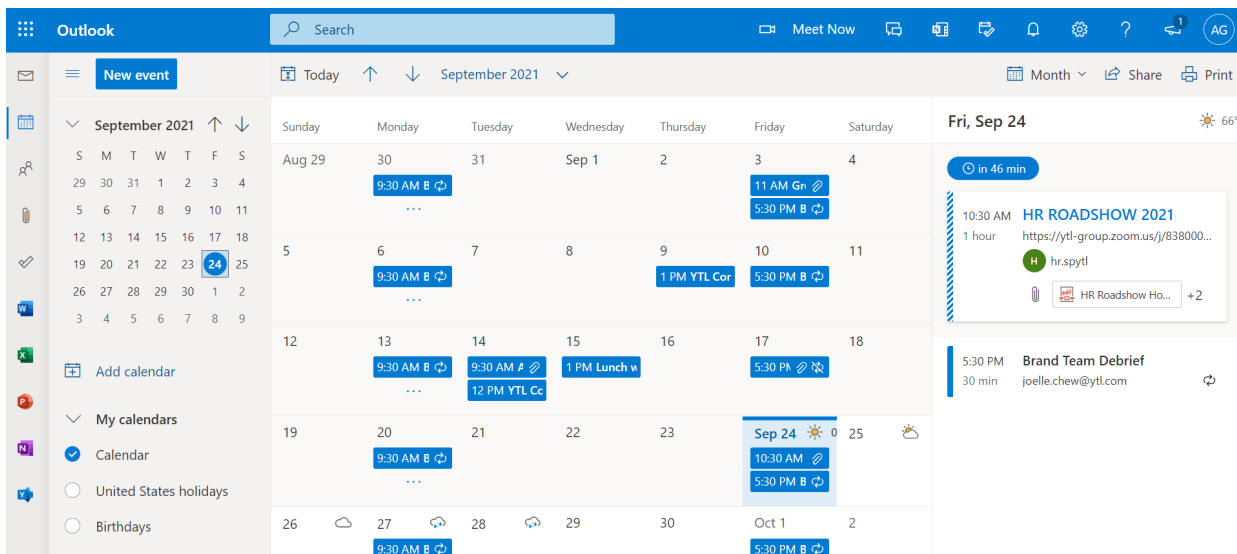
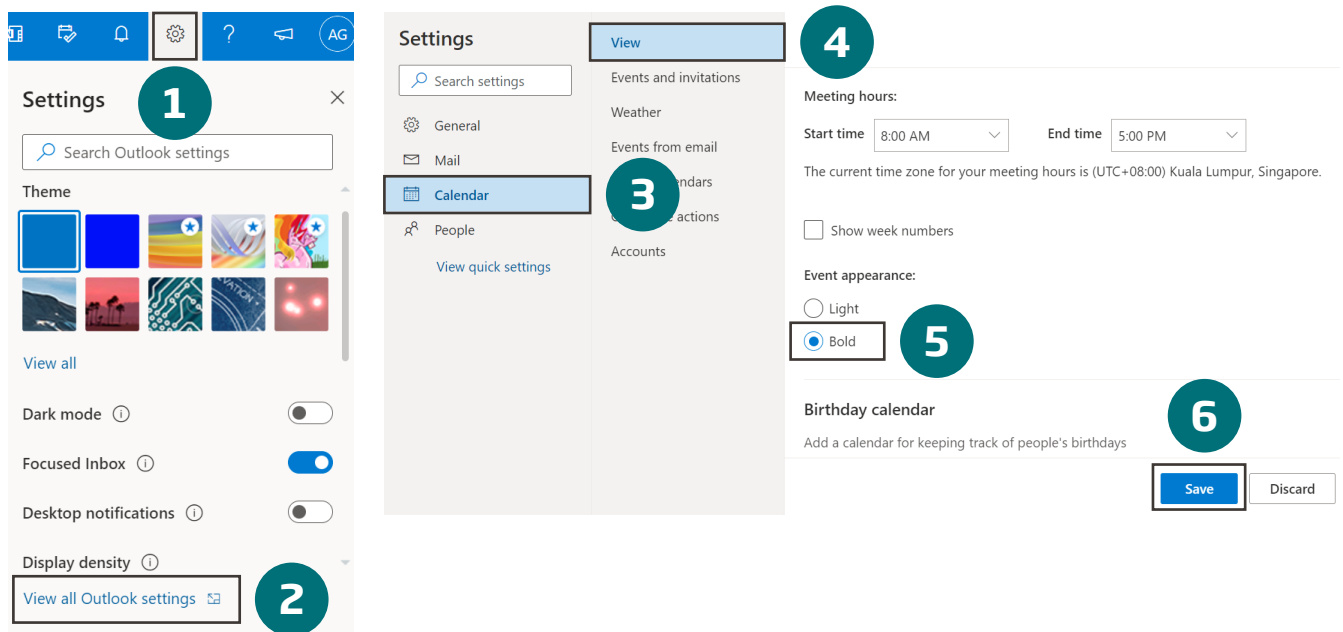




8. In your Calendar page, click on 'New event'
9. Give a title to your meeting
10. Add your invite list
11. 'Teams meeting' is switched on by default

Bold Calendar Meetings

1. Click on the 'Settings' icon at the top right of the Outlook page
2. Click 'View all Outlook settings'
3. Select 'Calendar'
4. Select 'View'
5. Select 'Bold'
6. Save your selection



Bold calendar view with bright colour tone

Find Calendar Meeting Time

1. Click on the 'Calendar' icon in the navigation pane
2. Click 'New event' to create a new meeting invite
3. Give your meeting a title
4. Add your invite list
5. Select the date and time
6. The date & time display the availability of your attendees
7. Click on the 'Send' button to send the meeting invitation

The screenshots illustrate the following steps:

- Step 1:** Click on the 'Calendar' icon in the navigation pane.
- Step 2:** Click 'New event' to create a new meeting invite.
- Step 3:** Give your meeting a title.
- Step 4:** Add your invite list.
- Step 5:** Select the date and time.
- Step 6:** The date & time display the availability of your attendees.
- Step 7:** Click on the 'Send' button to send the meeting invitation.

Customise Outlook Web Toolbar

1. In your Outlook page, click on the 'More options' icon at the top right
2. Select 'Customize' from the dropdown
3. Select the items you want on your toolbar.
4. To remove items from the toolbar, click 'X' next to the item selected
5. Save your selection

