


Slide 10

Meeting Invitations


- Calendar > New Appointment
- Specify attendees
- View Scheduling conflicts



Slide 11

Contacts

- Electronic Business Cards – EBCs
 - Can be added as signature to email message
 - Receiver can right click on EBC in message and add it to their contacts, even if they don't use Outlook
 - To create an EBC for yourself just add yourself as a contact
 - Can add EBC as your signature



Slide 12

Remembering Important Annual Events?

- Are you always forgetting the birthdays of your colleagues and family?
- Add this information to Contacts and it will always be on your calendar
- Contacts > New (or click on existing) Contact > Details
- Add Birthday and/or Anniversary
