Microsoft Outlook

YOUR INBOX

Focused or Other
Unfocused/Sort by to
see your most important
messages first

Click on a
message to read
in full

Switch between
functions
Choose Mail Calendar or
Search

INDIVIDUAL
MESSAGE

Compose
Sort messages by data,
sender, subject etc.

Filter
Sort messages by data,
sender, calendar etc.

See number of
responses
The small dot at number
shows the number of
responses.

RSVP
Accept meeting invite at
the touch of the RSVP
button.

Swipe left
Delete message by
swiping three fingers to the
left.

CALENDAR

Change between
Reply, Reply to All
and Forward

Click to go back to
the main inbox

Use for deleting or
filing specific
messages

Click on three dots
menu for further
options

Click in box to type a
reply

Click to create a
new meeting

Switch between
dates

Click on calendar
entries to view

Green ticks show
acceptances

GIG CYMRU NHS
WALES

Bwrdi lechyd Prifysgol
Caerdydd ar’r Fro
Cardiff and Vale
University Health Board