

Unit 6: Email Messaging (Intermediate)

- Q1. What is calendar in MS Outlook?
- Q2. Define 'note' in MS Outlook.
- Q3. What do you understand by the month view of a calendar? Elaborate.
- Q4. What do you mean by sharing a calendar? Mention the different ways of doing it.
- Q5. What is the procedure to delete an appointment?
- Q6. How do you accept and decline an assigned task?
- Q7. What are the two advantages and disadvantages of journal?
- Q8. Write the steps to share a calendar using exchange server account.
- Q9. Write the steps to decline a meeting request.
- Q10. Write the steps to customise the settings of the calendar.