Research Summary:

Just going off of the links on the assignment page I learned a lot of new things regarding Outlook that I never knew about and then after some googling I also learned some more new tips. As far as etiquette goes I learned that you shouldn’t start a letter without a simple “What up dude” but instead you should greet the recipient. It’s something I should’ve known sooner but I never really looked at emails like that before and it’s not something I have really done and that’s probably not a good thing. Another cool trick I learned with Outlook is that you can set alert times before an event on your calendar. All you have to do is click on one of your events and then go up to the task bar and click on the drop bar next to reminder and you pick whatever amount of time you want. This is very beneficial for me since I am an athlete and I have to try and manage my time between athletics and academics and it keeps me from forgetting any homework I have to turn in. The final thing I learned that would be very useful is the automatic replies setting. Setting this up is simple, all you do is go to your calendar and mark the days that you will not be in for work and instead of missing an email that day, your email will send an automatic reply that tells them you are not in for work that day. Many of the things I read using those links and the stuff that I read online taught me a lot of new information about Outlook mail. I will more than likely be using these things in the future so it was really nice to read up on them.

Here is my month of May 2020 showing my classes, exam periods, and breaks:



