

# ***MS Outlook***

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## **Content**

|                    |   |
|--------------------|---|
| Introduction ..... | 2 |
| SUCHEN.....        | 2 |
| OPTIONS.....       | 3 |
| Calendar.....      | 3 |
| Trust Center ..... | 3 |

# Introduction

- Professional search of information's within MS Outlook.

## SUCHEN

### DEUTSCH

"Exakte Suche"  
<S1> **UND** <S2>  
<S1> **NICHT** <S2>  
<S1> **OR** <S2>

**Von:**

**Betreff:**"Akt. Titel"

**hatanlagen:ja**

Kategorisiert:

Diese Woche:

Gesendet an:

ungelesen:

Gekennzeichnet:

Wichtig:

Weitere:

Ein Tag

### ENGLISCH

<S1> **AND** <S2>  
<S1> **NOT** <S2>  
<S1> **OR** <S2>

**from:**

**subject:**"bobby moore"

**hasattachment:yes**  
**attachments:**presentation.pptx

**category:red**

**to:**<S1>  
**cc:**<S1>  
**bcc:**<S1>  
**firstname:bobby**  
**lastname:<S1>**

**isread:no**

**received:14/07/2020 OR sent:14/07/2020**

**messagesize:<10 KB**    **messagesize:>5 MB**  
**messagesize:**tiny |small | medium | large | verylarge | enormous

**received:=yesterday**  
**received:last week**  
**received:=1/1/2016**

**sent: yesterday**

**due:last week**  
**followupflag:follow up**  
**hasflag:true**  
**read:no**

# OPTIONS

## Calendar

### Display options



Default calendar color:

Use this color on all calendars

Show week numbers in the month view and in the Date Navigator

When in Schedule View, show free appointments

Automatically switch from vertical layout to schedule view when the number of displayed calendars is greater than or equal to:

Automatically switch from schedule view to vertical layout when the number of displayed calendars is fewer than or equal to:

### Weather



Show weather on the calendar

Show temperature in:

Celsius

Fahrenheit

## Trust Center

### Email Security

#### Encrypted email



Encrypt contents and attachments for outgoing messages

Add digital signature to outgoing messages

Send clear text signed message when sending signed messages

Request S/MIME receipt for all S/MIME signed messages

Default Setting: