

## Messaging

- Originate and respond to e-mail and instant messages
- Attach files to items
- Create and modify a personal signature for messages
- Modify e-mail message settings and delivery options
- Create and edit contacts
- Accept, decline, and delegate tasks

## Scheduling

- Create and modify appointments, meetings, and events
- Update, cancel, and respond to meeting requests
- Customize Calendar settings
- Create, modify, and assign tasks

## Organizing

- Create and modify distribution lists
- Link contacts to other items
- Create and modify notes
- Organize items
- Organize items using folders
- Search for items
- Save items in different file formats
- Assign items to categories
- Preview and print items