

January 2020 – Outlook Month

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
		College Closed Happy New Year!		
6	7	8	9	10
Reply to an Email through Instant Messaging 12:00pm				Use OneDrive or Dropbox to store your Attachments 12:00pm
13	14	15	16	17
Turn an Email into a Meeting Invite 12:00pm		Create Quick Steps to Save Time 12:00pm		Customize Alerts for Specific Emails/Eliminate Alerts for Spam Emails 12:00pm
20	21	22	23	24
College Closed Martin Luther King, Jr. Day				Create an Email Template for Emails You Repeatedly Send 12:00pm
27	28	29	30	31