



## **MICROSOFT OUTLOOK - WHY I LOVE THIS APPLICATION?**

By Maria Ioannidou – Office Administrator

Nowadays, many people have a hate-love relationship with their e-mail client. Email seems to be our servant, but we are its slaves. So, let's face it and choose the most appropriate e-mail client to turn this relationship into a real love story.

Whether we decided to access our emails via web-based user interface or by using a desktop e-mail client, these are fundamental tools which at their best can make our life easier and at their worst can get us mad.

Believe it or not each new Microsoft Outlook version is constantly dramatically improving, providing us amazing features that can ease the burden of the e-mail onslaught. Through the years it is becoming smarter and easier to use. One of the most important benefits is that it interacts very smoothly with several other applications and provide innovative features to enhance your experience with your e-mail client "adventure". These are only some of the reasons why Microsoft Outlook is the best choice for your e-mail client.

### **INTEGRATION AMONG TASKS, CALENDAR, CONTACTS AND E-MAILS**

MS Outlook can be characterised as an e-mail management tool which gives you the opportunity not only receive and send e-mails, but also to synchronise your e-mail directly with your calendar or even your contact list and create tasks or notes.

### **SIMPLE ORGANISATION – ORGANISE YOUR EMAIL AS YOU WISH**

Most of the users do not work in the same way. A lot of them sort their folders alphabetically, while others prefer to sort them per topic or not sort them at all and search for an email in a whole bunch of e-mails. MS Outlook makes it easier to arrange your emails into clusters, create new folders and set rules to distribute them accordingly. In addition, it gives you the opportunity to set up different OOO (Out-of-Office)

messages and forward or redirect them based on some criteria. In addition, the importance of an email can be easily changed by setting a flag on it in order to access them faster.

### **COMMUNICATION TOOL – THE ROLE OF BUSINESS OFFICE 365**

It can be easily connected with Skype, which allows you to use it as an internal chat application or to arrange meetings and conference calls. The experience gets doubly exciting with the use of Business Office 365, which offers various MS applications through MS Outlook User Interface, such as OneDrive, OneNote, SharePoint, etc.

### **MULTIPLE ACCOUNTS – MULTIPLE DEVICES – OFFLINE ACCESS**

As e-mail became a necessary tool for the business world, we always need to remain connected no matter where we are. It is also important to have a client, that allows us to connect into different accounts at the same time, as nowadays most of the people have more than two e-mail accounts. In contrast to other e-mail clients, Outlook allows us to connect accounts from different domains through its Exchange tool. Moreover, we can use several accounts using different protocols and fit them into the same e-mail folder and managed with one set of rules or keep them differently with their own set of rules.

One of Outlook's advantages is the powerful mobile application introduced after the acquisition of the e-mail app Acompli. The application offers the same features as the web-app or desktop app and some extra ones. It is available both in Android and iOS platforms.

Another great feature is the offline access to the email. It is a huge advantage to be able to access and use your e-mail client even without internet connection. How many times have you been on a flight wishing you could read; clean-up your e-mails' backlog, answer some emails and finally send them without worrying about the internet connection? Indeed, with MS Outlook offline access you should not worry about it anymore, as can once you reconnect to the internet, all the emails will be automatically sent.

### **BUILT-IN SECURITY FEATURES**

Microsoft has some well-enhanced security features for Outlook which keep you protected from predators. One of those features is the built-in filtering system which scans the incoming e-mails, blocks external contents and disallowed executable attachments to be executed without your permission as well

as automatic image and data download. This also includes protection from phishing and junk website e-mails. The built-in scanner notifies the user every time it identifies something suspicious or an e-mail from an untrustworthy sender. The user can modify the security features by enabling or disabling unwanted actions.

To sum up, the decision of an e-mail management tool system depends on each person's preferences and there are various things one should take into account. This email-client can be used not only for business but also for your personal life. Microsoft Outlook is now a secure, well integrated and robust e-mail management tool which can enhance your experience and make your life easier. Its extra functionality comparing to similar tools is just the cherry on the sundae for its users.



Maria Ioannidou is one of the first office administrator employees of IBSCY LTD, employed back in May of 2014. She is the head of office administration team responsible for all the daily tasks of the company including invoicing, collections, recurring fees organization, strategic reporting and payments monitoring.

She is also responsible for the office supplies and she is acting as office manager for any tasks related with the office of IBSCY LTD in Limassol.

Currently, she is using MS Outlook on a daily basis and the above article was written based on her personal experience.