



2016	Tools	Category	Intermediate
2016	Tools	Mark Task	Beginner
2016	Tools	To Do List - Task List	Beginner
2016	Tools	Create Note	Intermediate
2016	Tools	To Do List - New Task	Beginner
2016	Tools	Filter by Category	Advanced
2016	Contacts	Assign Task in Contacts	Beginner
2016	Contacts	Delete Contact	Beginner
2016	Contacts	Update Phone Number	Beginner
2016	Contacts	Create E-mail Within Contacts	Intermediate
2016	Contacts	Display Contacts	Beginner
2016	Contacts	Recover Deleted Contact	Beginner
2016	Contacts	Create Distribution List	Beginner
2016	Contacts	Add Sender to Contact List	Beginner
2016	Contacts	Import Contacts from Excel	Intermediate
2016	Calendar	Check Availability in Time Zone	Intermediate
2016	Calendar	Reserve Recurring Time	Intermediate
2016	Calendar	Create Meeting Reminder	Intermediate
2016	Calendar	Schedule Recurring Meeting	Intermediate
2016	Calendar	Accept and Update with Time	Beginner
2016	Calendar	Email all Attendees	Intermediate
2016	Calendar	Email time change	Intermediate
2016	Calendar	Email Calendar	Advanced
2016	Calendar	Add Appointment	Intermediate
2016	Calendar	Change Calendar View	Beginner
2016	Mail	Attach a File	Beginner
2016	Mail	Out of Office Internal	Intermediate
2016	Mail	Recall Email	Advanced
2016	Mail	Search for Topic	Intermediate
2016	Mail	Show Compact View	Beginner
2016	Mail	Apply Flag to Email	Intermediate
2016	Mail	Email Signature	Intermediate
2016	Mail	Add Contact	Beginner
2016	Mail	Create New Message	Beginner
2016	Mail	Forward Message	Beginner

365	Tools	Category	Intermediate
365	Tools	Mark Task	Beginner
365	Tools	Create Note	Intermediate

365	Tools	To Do List-New Task	Beginner
365	Tools	Filter Message by Category	Advanced
365	Contacts	Assign Task in Contacts	Beginner
365	Contacts	Delete a Contact	Beginner
365	Contacts	Update Phone Number in Contacts	Beginner
365	Contacts	Within Contacts create a new e-mail	Intermediate
365	Contacts	Display Contacts	Beginner
365	Contacts	Recover Deleted Contact	Beginner
365	Contacts	Create Distribution List	Beginner
365	Contacts	Add Sender to Contact List	Beginner
365	Contacts	Import Contacts from Excel	Intermediate
365	Calendar	Check availability in Time Zone	Intermediate
365	Calendar	Reserve recurring time as busy	Beginner
365	Calendar	Create a meeting reminder	Intermediate
365	Calendar	Schedule Recurring Meeting	Beginner
365	Calendar	Accept and update with time	Beginner
365	Calendar	E-mail to all attendees	Intermediate
365	Calendar	Notify of time change	Intermediate
365	Calendar	E-mail Calendar	Advanced
365	Calendar	Add an appointment to the calendar	Intermediate
365	Calendar	Change the Calendar view	Beginner
365	Mail	Attach a file	Beginner
365	Mail	Out of Office internal	Intermediate
365	Mail	Withdraw E-Mail	Advanced
365	Mail	Search for Topic	Intermediate
365	Mail	Show Compact View	Beginner
365	Mail	Apply Flag to E-Mail	Intermediate
365	Mail	Create Notification	Intermediate
365	Mail	Add a contact	Beginner
365	Mail	Create a new e-mail message	Beginner
365	Mail	Forward an e-mail message	Beginner