

# Tips and Tricks for the Teacher's Toolbox

*- Outlook Calendar -*



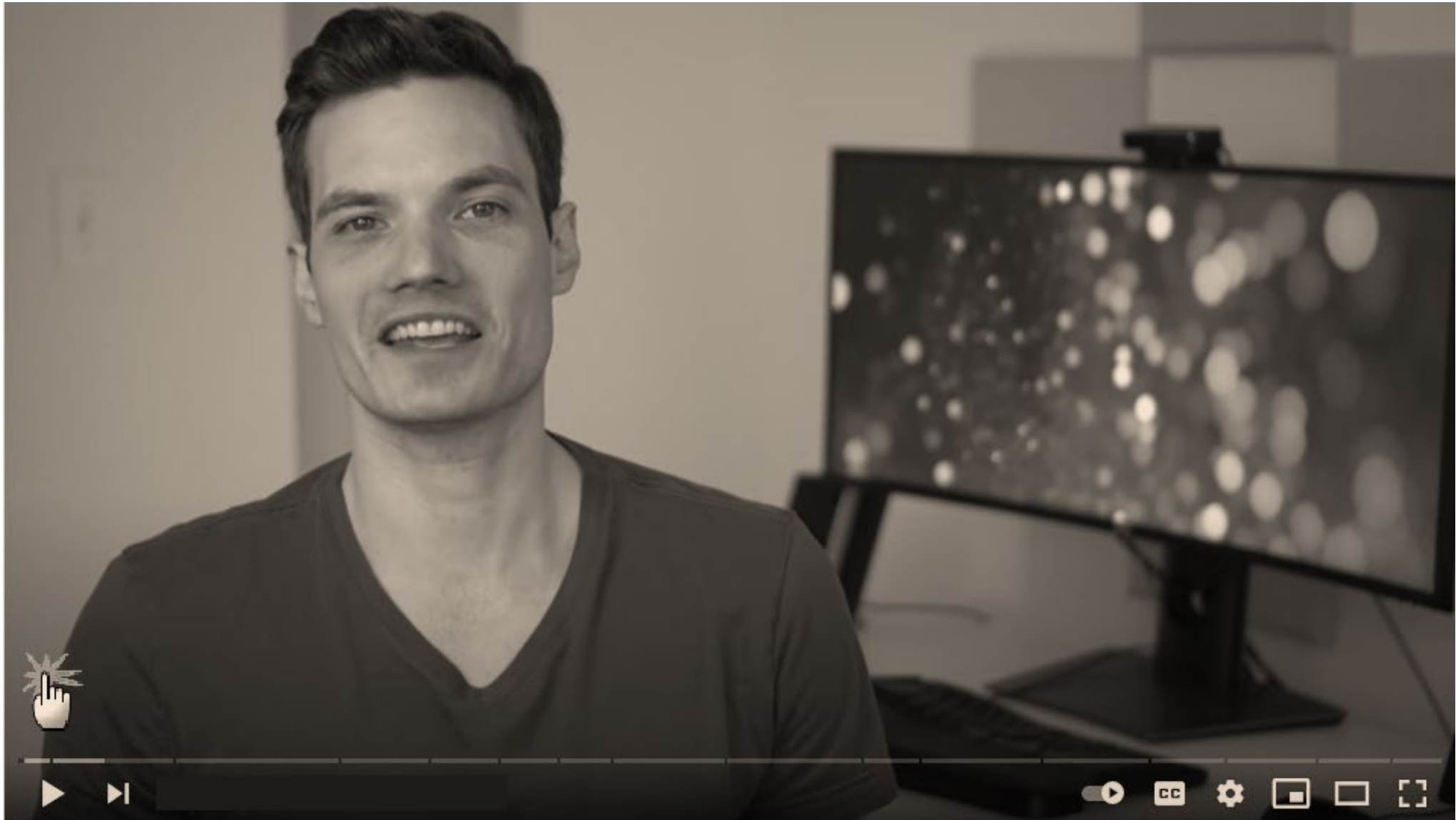
Kevin Stratvert

## Excellent video on *Outlook calendar*, follows!

The most useful tips for me were:

- 0:23 **Natural language meeting time**
- 1:49 Date navigator
- 3:46 **Reply with meeting**
- 4:49 Create appointment from email
- 5:37 Easily recreate meeting
- 14:03 **End meetings early**

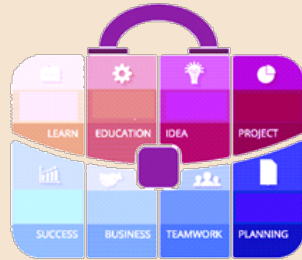




Top 14 Microsoft Outlook Calendar Tips & Tricks



Kevin Stratvert  
Apr 14, 2021



We hope this  
information was useful!