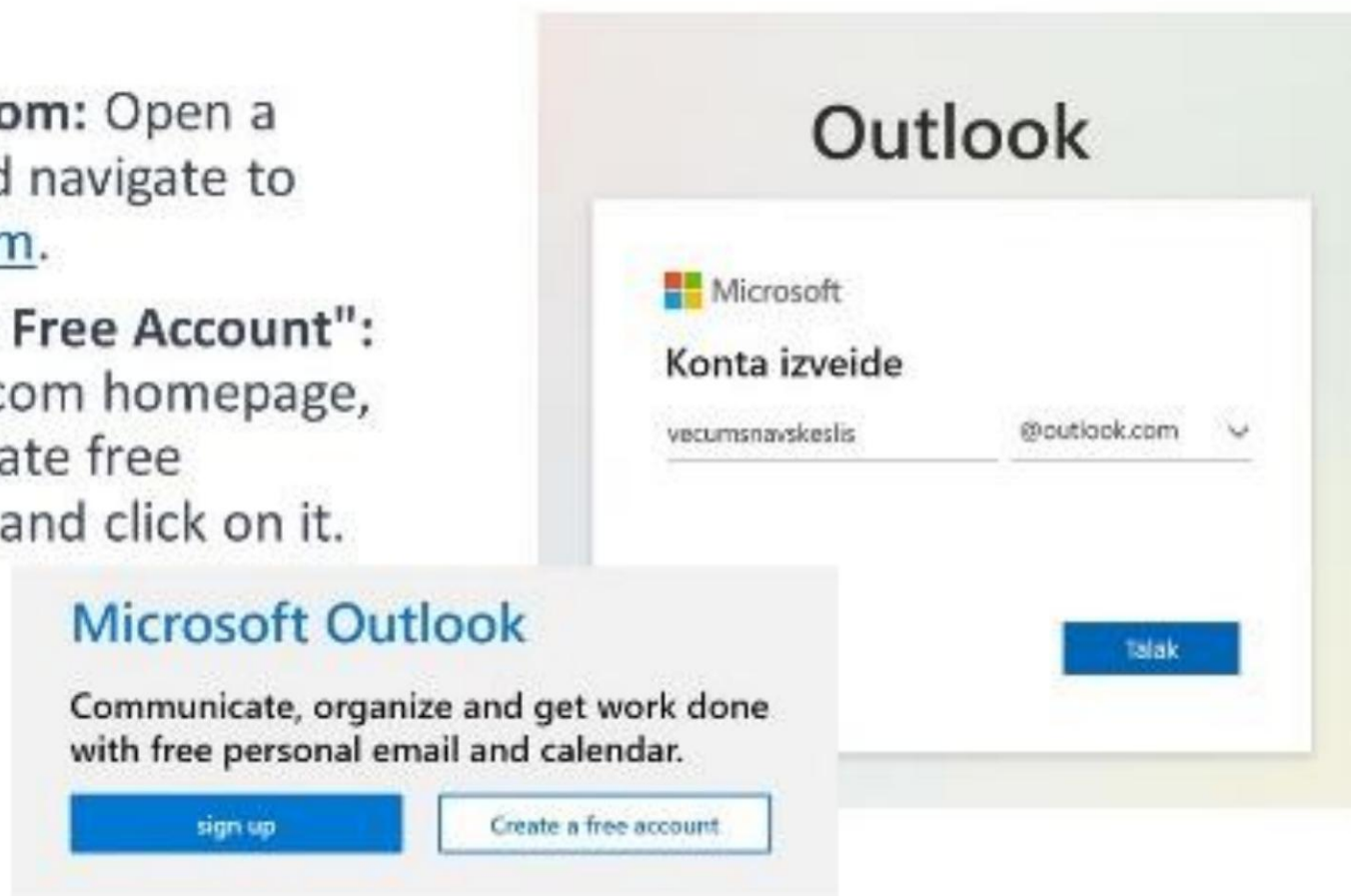


# MS Outlook vōrgus



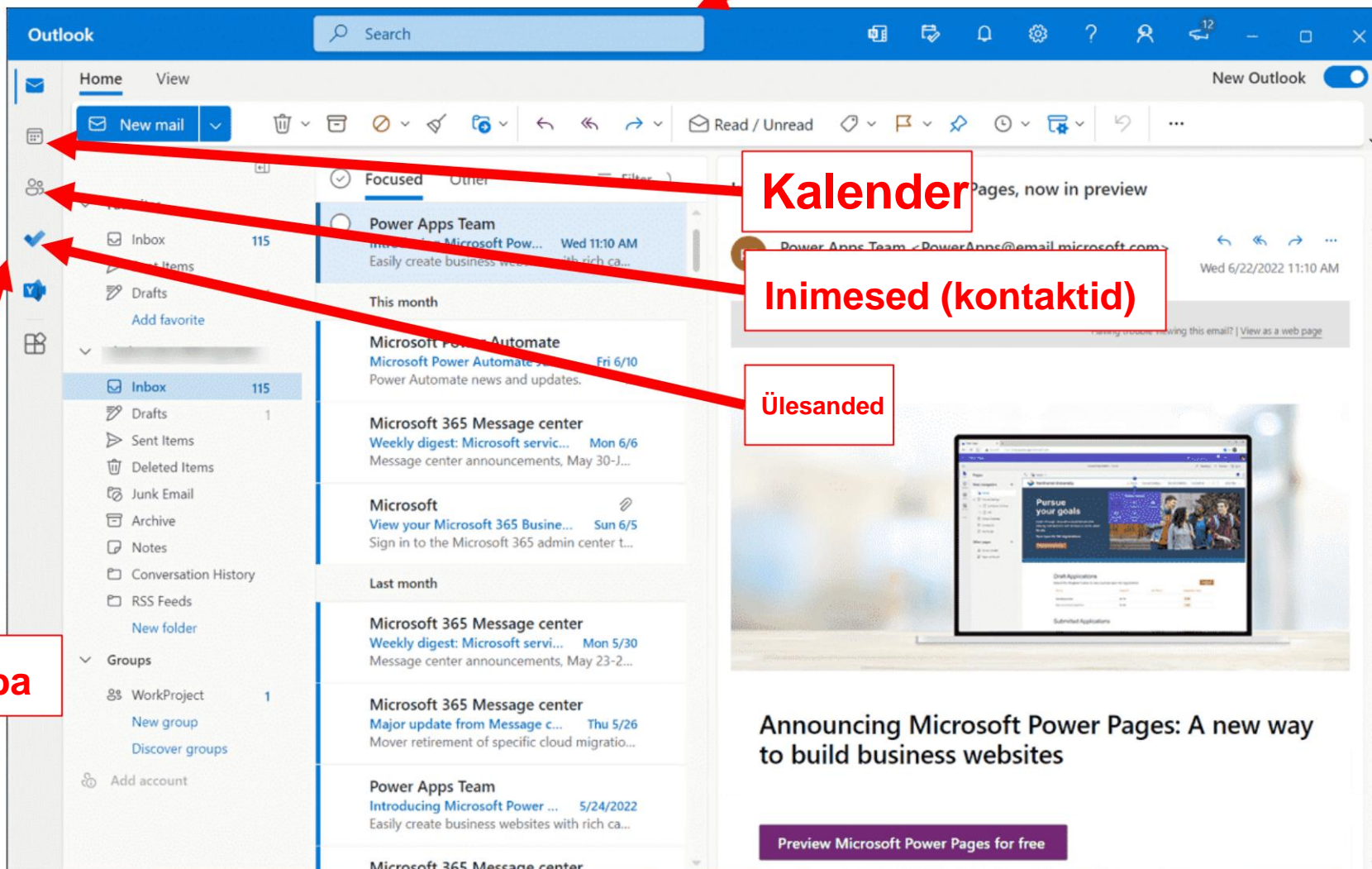
# Sign Up for an Outlook Email Account

- 1. Go to Outlook.com:** Open a web browser and navigate to [www.outlook.com](http://www.outlook.com).
- 2. Click on "Create Free Account":** On the Outlook.com homepage, look for the "Create free account" option and click on it.



# Liidese ülevaade

Otsinguriba



Kalender

Inimesed (kontaktid)

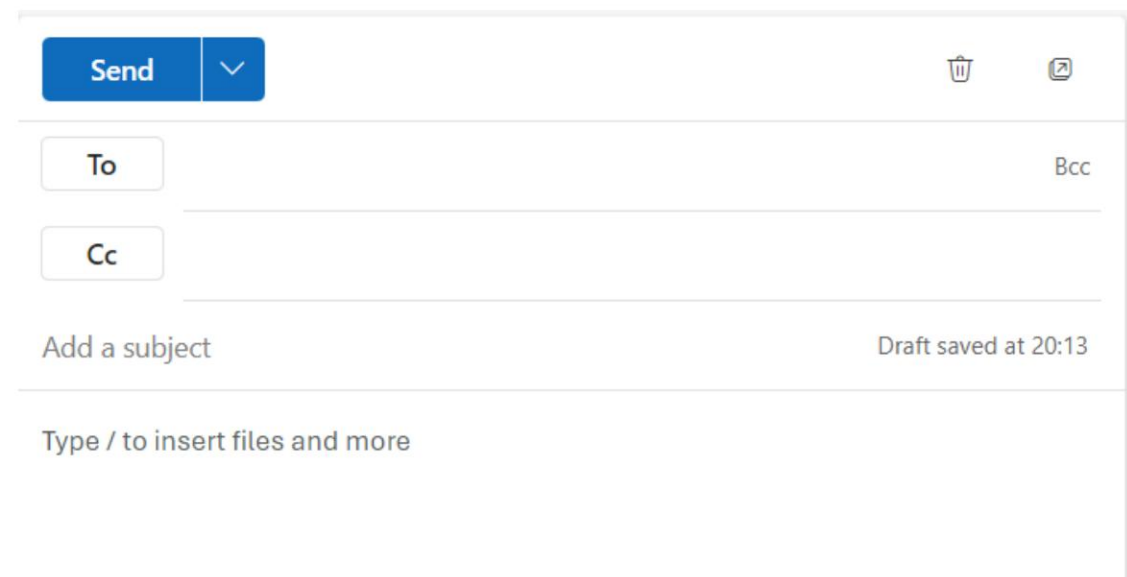
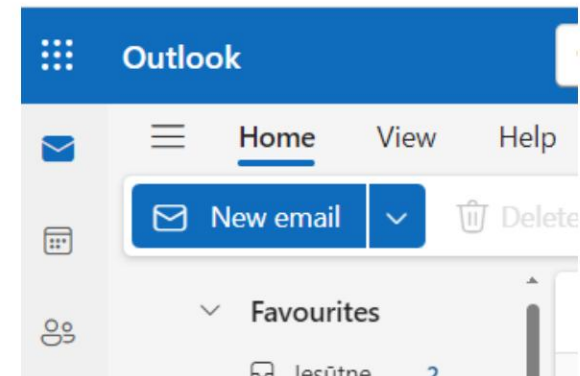
Ülesanded

Navigeerimisriba

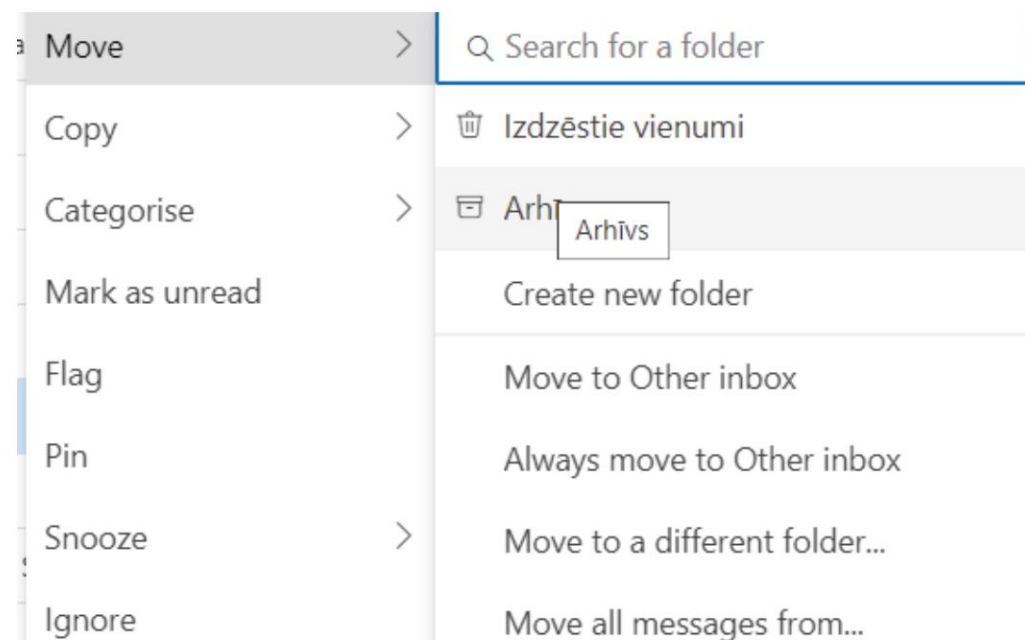
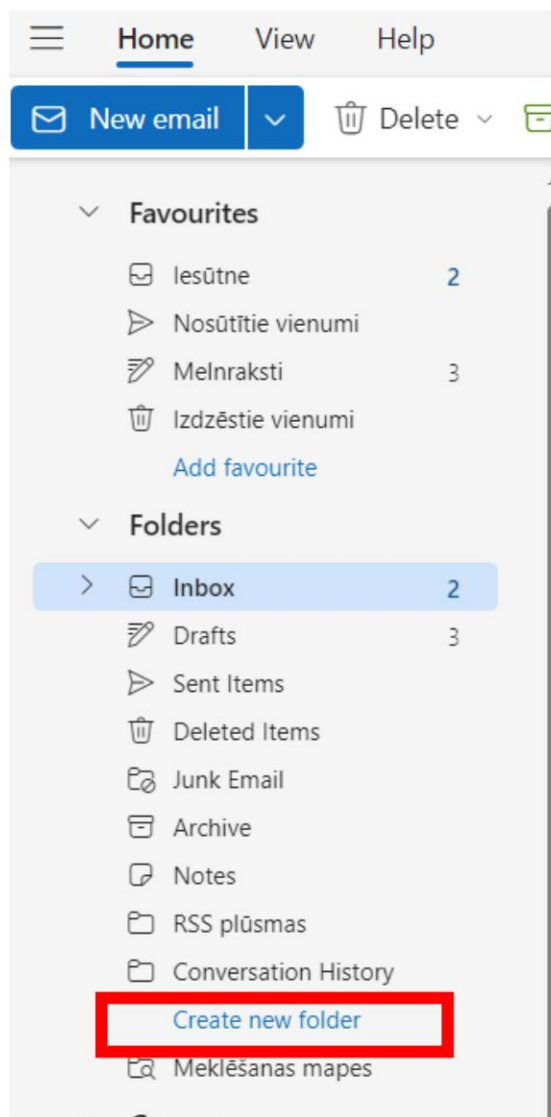
# Meilihaldus

## Koosta meil:

- Klõpsake nuppu "Uus sõnum".
- Sisestage adressaadi e-posti aadress, teema ja koostage sõnum.
- Kasutage teksti vormindamisvalikuid, lisage manuseid ja vajadusel pilte.
- Meili saatmiseks klõpsake "Saada".



# E-posti kaustade korraldamine ja haldamine



# Reeglite ja filtrite kasutamine



## Settings

- General
- Email**
- Calendar
- People

- Layout
- Compose and reply
- Smart suggestions
- Attachments
- Rules**
- Sweep
- Junk email
- Quick steps
- Customise actions
- Sync email
- Message handling
- Forwarding
- Automatic replies
- Retention policies
- S/MIME
- Groups

## Rules

Varat izveidot kārtulas, kas programmai Outlook norāda, kā apstrādāt ienākošos e-pasta ziņojumus. Jūs izvēlaties gan nosacījumus, kas izraisa kārtulas darbību, gan arī kārtulas veiktās darbības. Kārtulas tiks izpildītas tālāk redzamā saraksta secībā, sākot ar kārtulu saraksta sākumā.

+ Pievienot jaunu kārtulu

- Sunstar Academy**  
Ja the message was received from 'Sunstar Academy', move the message to folder 'Inbox' un stop processing more rules on this message.
- noreply=meemo.tech@mailgun.meemo.tech**  
Ja the message was received from 'noreply=meemo.tech@mailgun.meemo.tech', move the message to folder 'Inbox' un stop processing more rules on this message.

[Ja jūsu kārtulas nedarbojas, ģenerējiet atskaiti.](#)

## Rules



1

Pensionāru sapulce

✓

Pievienot nosacījumu

Tēma ietver



pensionāru biedrības sapulce

[Pievienot citu nosacījumu](#)

3

Pievienot darbību

Pārvietot uz



Pensionāru biedrības aktivitātes

[Pievienot citu darbību](#)[Pievienot izņēmumu](#)

"Pensionāru bie... (Create new) Save

Move to a different folder...

✓

Apturēt pārējo kārtulu apstrādi



Save

Discard

## Kasutage filtreid

← Meklēt

Search in



From

To

CC

Subject

Atslēgvārdi

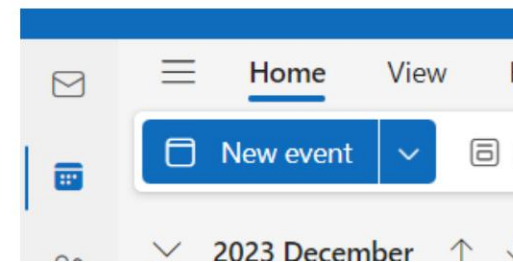
Date from   to  

Read status

Attachments



# Kalender



## Sündmuste loomine:

- Klõpsake vahekaarti Kalender.
- Klõpsake soovitud kuupäeval ja kellaajal luua uus sündmus.
- Sisestage sündmuse üksikasjad, nagu pealkiri, asukoht, kuupäev, kellaeg ja kõik lisamärkused.

## Sündmuste haldamine:

- Muutke olemasolevaid sündmusi, klõpsates neid kalendrivaates .
- Muutke sündmuse üksikasju, muutke kuupäeva/kellaega või lisage/eemaldage osalejaid, kui tegemist on jagatud sündmusega.

**Event** Scheduling Assistant

Response options  Busy  15 minutes before  Categorise  Private  Scheduling

**Save** Calendar

**Add a title**

**Invite attendees** Optional

2023-12-19 21:00  All day  Time zones

2023-12-19 21:30  Don't repeat

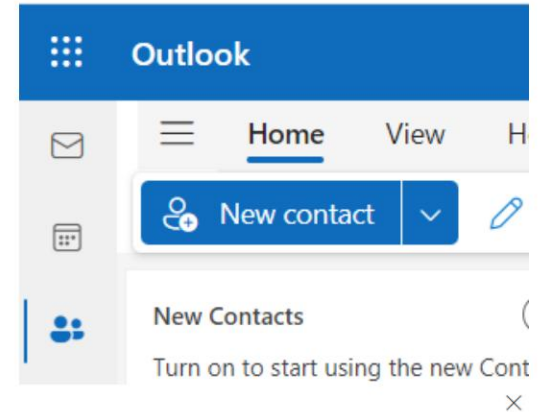
Search for a room or location  **Teams meeting**

**Add a description or attach documents**

# Kontaktide loomine ja haldamine

Kontaktide loomine:

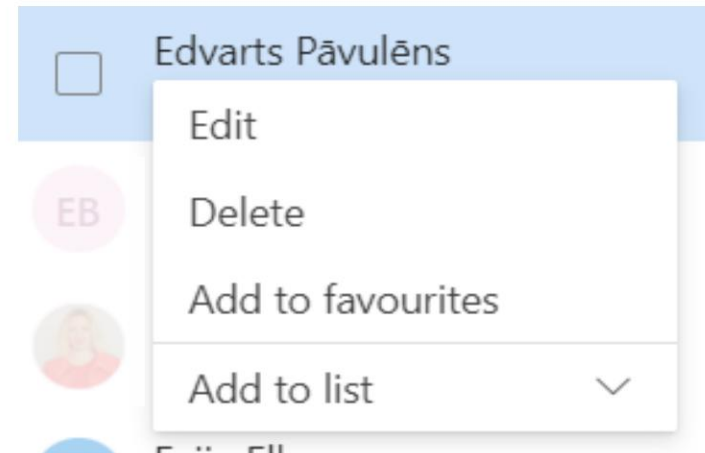
- Klõpsake Outlook.com-is vahekaarti „Inimesed” või „Kontaktid” .
- Valige "Uus kontakt" või "Lisa kontakt".
- Sisestage kontaktandmed, nagu nimi, e-posti aadress, telefoninumber, aadress jne.
- Salvestage kontakt.

A screenshot of the Outlook 'New contact' form. The form is white with a light blue header. It features several input fields with icons to the left: a camera icon for 'First name' and 'Surname', an envelope icon for 'Email address', a speech bubble icon for 'Add chat', a telephone icon for 'Mobile phone number', a person icon for 'Add address', a briefcase icon for 'Company', and a tag icon for 'Add work field'. Each field has a corresponding '+ Add' button below it. At the bottom, there is a '+ Categorise' button.

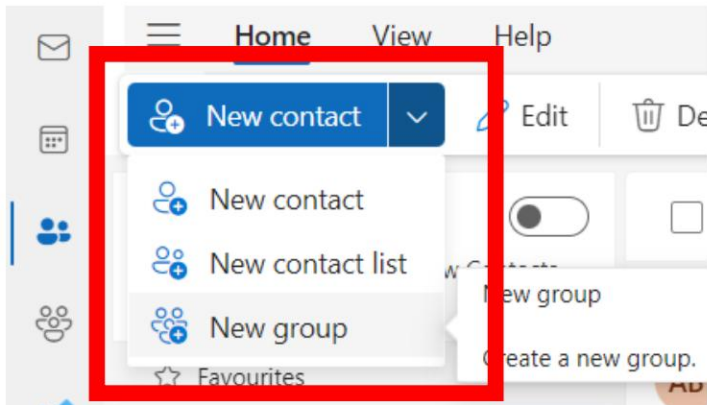
# Kontaktide loomine ja haldamine

Kontaktide haldamine:

- Muutke olemasolevaid kontakte, klõpsates neid jaotises Kontaktid.
- Muutke või lisage kontaktandmeid vajadusel lisateavet.



# Kontaktide organiseerimine rühmadesse ja Kategooriad



## New group

Working together on a project or a shared goal? Create a group to give your team a space for conversations, shared files, scheduling events, and more.



Name \*

Pensionāru padome

Email address \*

pensionrupadome

pensionrupadome@aizkraukle.lv

Description

Ātrākai apmaiņai

### Default settings

[Edit](#)

Privacy: Private

Language for group related notifications: English (United Kingdom)

Subscription: Members will receive all group conversations and events in their inboxes.

Create

Discard

## Add members

[View all members](#)

jānis.bērziņš

# Meiliaadresside eraldamine rühmast

Nosūtīt

No ▾

Kam **SD struktūrvienības**

Kopija

Tēma

Nosūtīt

No ▾

Kam **SD struktūrvienības**

Kopija

Tēma

Saraksta izvēršana

⚠ Ja izvērsīsīt sarakstu, Outlook aizstās sarakstu ar tā dalībniekiem. Jūs to vairs nevarēsīt sakļaut.

Turpmāk nerādīt šo ziņojumu

Labi Atcelt

Nosūtiet šo e-pasta ziņojumu darba laikā: Ceturtd., dec. 21 plkst.8:00 priekšpusdienā [leplānot sūtīšanu](#) | [Nerādīt](#)

Nosūtīt

No ▾

Kam  Ann  I  Evija ;  Ilze ;  Ingrīda ;  Judīte ;  Maija ;  Marika ;  Vita

Kopija

# Ülesande meeldetuletused

The image shows a sequence of three overlapping screenshots of the Microsoft Tasks application interface, illustrating how to set reminders for a task. Red boxes and lines highlight the specific settings being discussed, with corresponding labels in Estonian.

- Ülesande koostamine** (Task creation): Points to the top of the task list where a new task is being added.
- Seadistamine Korda** (Repeat settings): Points to the 'Repeat' dropdown menu, which is open to show options like 'Daily', 'Weekdays', 'Weekly', 'Monthly', 'Yearly', and 'Customised'. A red box also highlights the checkmark icon in the left-hand navigation pane.
- Meeldetuletuste seadistamine** (Reminder settings): Points to the 'Reminder' dropdown menu, which is open to show options like 'Later today', 'Tomorrow Wed, 9:00', 'Next week Mon, 9:00', and 'Pick a date & time'. A red box also highlights the bell icon in the left-hand navigation pane.
- Tähtaja määramine** (Setting the due date): Points to the 'Due' dropdown menu, which is open to show options like 'Today Tue', 'Tomorrow Wed', 'Next week Mon', and 'Pick a date'. A red box also highlights the calendar icon in the left-hand navigation pane.

# Järellipud

## EAFVP vadošā iestāde

Par precizējumiem ESF Plus programmas materiālās nenodrošināt...

Par precizējumiem Eiropas Sociālā fonda Plus programmas mat  
mazināšanai atbalsta saņemšanas nosacījumos Labklājības ministrija informē, ka 2023.gada  
19.decembrī ir pieņemts grozījums[1] Ministru kabineta 2022. gada ...



Atzīmēt ar karodziņu kā uzdevuma vienumu  
Noklikšķiniet ar peles labo pogu, lai skatītu visas opcij

sekojumakarodziņš:sekojuma karodziņš



Skats Palīdzība Meklēšana

na Ir pielikumi Nelasītie Kategorizēts Ar karodziņu !

## Rezultāti

Pēc: Datums

Pagājušajā nedēļā

2 MB

- Šodien
- Rīt
- Šonedēļ
- Nākamnedēļ
- Bez datuma
- Pielāgots...
- Pievienot atgādinājumu...
- Atzīmēt kā pabeigtu
- [Noņemt karodziņu](#)
- [Iestatīt ātro klikšķināšanu...](#)
- Iestatīt ātrās darbības...

# Meiliaalkirjade haldamine



**Settings**

Search settings

- General
- Email**
- Calendar
- People

Layout

- Compose and reply**
- Smart suggestions
- Attachments
- Rules
- Sweep
- Junk email
- Quick steps
- Customise actions
- Sync email
- Message handling
- Forwarding
- Automatic replies

### Compose and reply


Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

[+ New signature](#)















Parastais paraksts

*Ar cieņu*  
*Jānis Paraudziņš*



Ar cieņu  
Jānis Paraudziņš

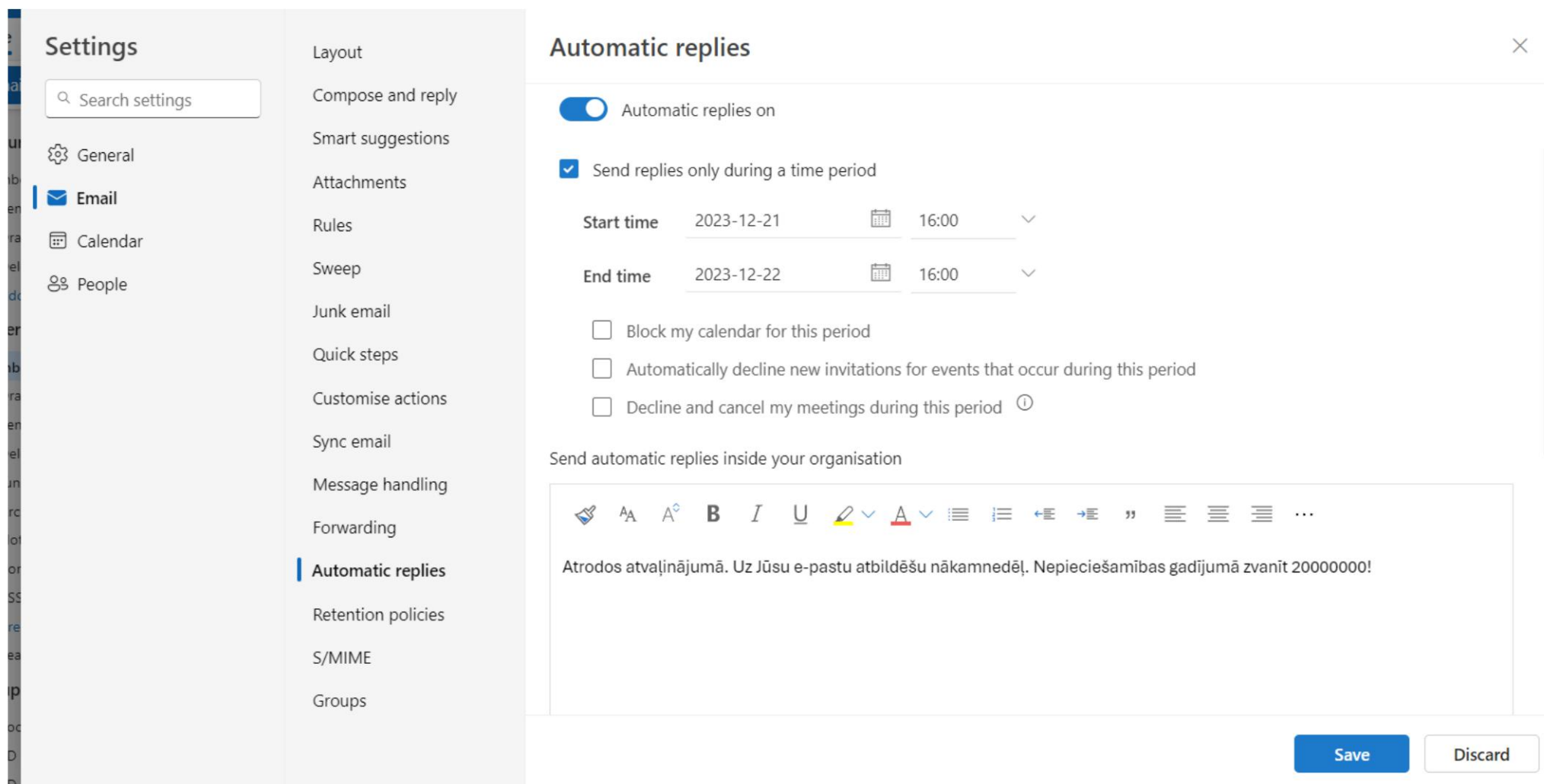
Vecums nav šķērslis  
Nordplus

Rich text editor toolbar:     **B** *I* U          

**Save** **Discard**



# Automaatvastuse seadistamine Outlookis



The screenshot shows the Outlook settings interface. On the left, the 'Settings' pane is open to the 'Automatic replies' section. The main content area is titled 'Automatic replies' and contains the following options:

- Automatic replies on
- Send replies only during a time period
- Start time: 2023-12-21 16:00
- End time: 2023-12-22 16:00
- Block my calendar for this period
- Automatically decline new invitations for events that occur during this period
- Decline and cancel my meetings during this period

Below these options, there is a section titled 'Send automatic replies inside your organisation' with a rich text editor. The text in the editor is: 'Atrodos atvaļinājumā. Uz Jūsu e-pastu atbildēšu nākamnedēļ. Nepieciešamības gadījumā zvanīt 20000000!'.

At the bottom right of the settings pane, there are two buttons: 'Save' and 'Discard'.