Inbox - karenb@scs02.onmicrosoft.com - Outlook

File | Home | Send / Receive | Folder | View | ADOBE PDF | Tell me what you want to do

Change View | View Settings | Reset View — Current View
Show as Conversations | Conversation Settings — Messages
Message Preview | Date | From | To | Categories | Flag: Start Date | Flag: Due Date | Reverse Sort | Add Columns | Expand/Collapse — Arrangement
Folder Pane | Reading Pane | To-Do Bar — Layout
People Pane — People Pane
Reminders Window | Open in New Window | Close All Items — Window

Favorites
Clutter 1

karenb@scs02.onmicr...
Inbox 25
Drafts
Sent Items
Deleted Items 7
Clutter 1
Junk Email [4]
Outbox
RSS Feeds
Search Folders
Groups

online archive - karen...

resellers

Search Current Mailbox (Ctrl+E) | Current Mailbox

All | Unread — By Categories | A to Z

(none)

Julian Isla — 12/28/2015
Needs Review: Final Presentation
Karen, Can you review the final draft of the

Eric Gruber — 12/28/2015
RE: Contoso's 4th Annual Hiking Trip
Thanks Amy.

Carlos Grilo — 12/28/2015
Customer Service Improvements
Hello Karen! I wanted to update you on our

Kelly Krout — 12/28/2015
RE: Contoso's 4th Annual Hiking Trip
Sounds like fun!

Amy Alberts — 12/28/2015
Contoso's Annual Meeting - Happy Hour!
Hello Everyone, Contoso's Annual Meeting is

Ty Carlson — 12/28/2015
Litigation Meeting
Karen, I have a meeting with the Contoso attorneys

David So — 12/28/2015
Capital Expenditure Request

Reply | Reply All | Forward

Julian Isla | Karen Berg | 1 | 12/28/2015

Needs Review: Final Presentation

This message was sent with High importance.

ManufacturingConfer...
815 KB

Action Items

Karen,

Can you review the final draft of the PowerPoint presentation we worked on for the keynote speech and let me know if you have any final edits?

The global manufacturing conference is coming up and the slide deck is due the conference organizers this morning.

Thanks,
Julian

January 2016

SU	MO	TU	WE	TH	FR	SA
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Search People

FAVORITES

Right-click a person anywhere in Office to add them to your favorites.

Arrange by: Flag: Due Date | Today

Type a new task

No Date
Sign up for IT training class
Update benefit election form
Prepare for staff meeting

Mail | Calendar | People | Tasks | Notes | ...

Items: 29 | Unread: 25 | All folders are up to date. | Connected to: Microsoft Exchange | 100%