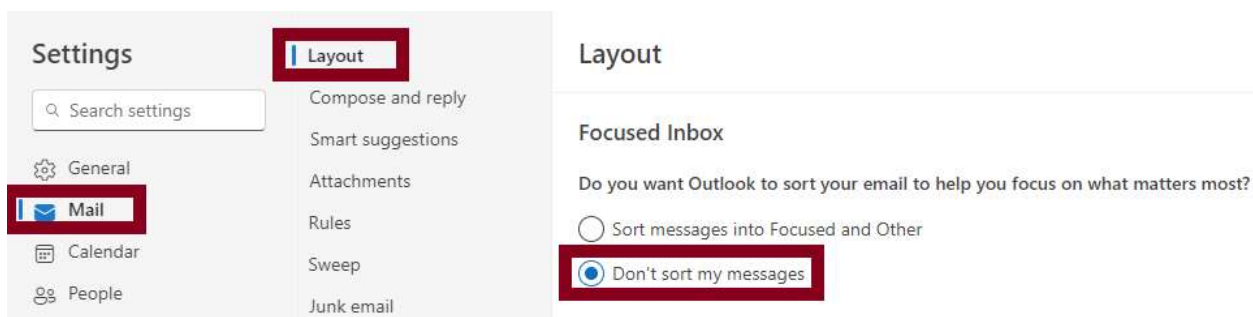




Recommended Settings

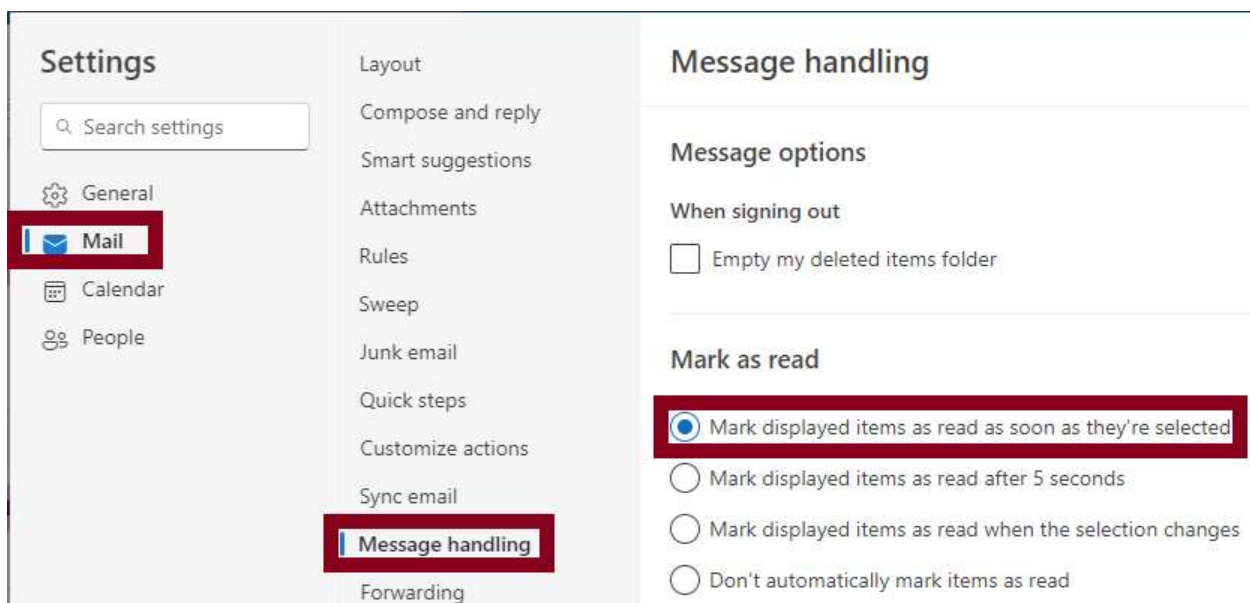
Turn off Focused Inbox

1. In the upper-right corner, click on the **gear icon** to open the settings menu.
2. Click **Mail** in the “Settings” window then select **Layout**.
3. In the “Focused Inbox” section, click the **Don't sort my messages**.

A screenshot of the Outlook Settings application. The left sidebar shows 'Settings' with a search bar and categories: General, Mail (highlighted with a red box), Calendar, and People. The 'Layout' category is selected and highlighted with a red box. The main content area shows the 'Layout' settings, including the 'Focused Inbox' section. Under 'Focused Inbox', there is a question: 'Do you want Outlook to sort your email to help you focus on what matters most?'. Below this are two radio button options: 'Sort messages into Focused and Other' and 'Don't sort my messages' (highlighted with a red box).

Set mark as read settings

1. In the upper-right corner, click on the **gear icon** to open the settings menu.
2. Click **Mail** in the “Settings” window then select **Message handling**
3. In the “Mark as read” section, click the **Mark displayed items as read as soon as they're selected**.

A screenshot of the Outlook Settings application. The left sidebar shows 'Settings' with a search bar and categories: General, Mail (highlighted with a red box), Calendar, and People. The 'Message handling' category is selected and highlighted with a red box. The main content area shows the 'Message handling' settings, including the 'Mark as read' section. Under 'Mark as read', there are four radio button options: 'Mark displayed items as read as soon as they're selected' (highlighted with a red box), 'Mark displayed items as read after 5 seconds', 'Mark displayed items as read when the selection changes', and 'Don't automatically mark items as read'.



Recommended Settings

Weather settings

1. In the upper-right corner, click on the **gear icon** to open the settings menu.
2. Click **Calendar** in the “Settings” window then Select **Weather**.
3. Set the Temperature scale to Celsius.
4. You can also change the location to Thunder Bay by selecting **+ Add another location**, typing Thunder Bay in the search box, selecting from the drop down list, then clicking **Add**.

The screenshot shows the Outlook settings interface. On the left, the 'Settings' pane is open, with 'Calendar' selected. In the 'View' section, 'Weather' is selected. The 'Weather' settings page is displayed, showing 'Weather in calendar' with a toggle for 'Show weather' turned on. Under 'Choose which temperature scale to use for displaying weather.', 'Celsius' is selected. At the bottom, 'Thunder Bay Ontario' is added as a location, and an 'Add' button is visible.

Add the Canadian Holidays Calendar

1. Open your Calendar from the navigation panel.
2. Click **+Add calendar** on the left side of the screen.
3. In the “Add calendar” window select **holidays**.
4. Check the “Canada” check box to the Canadian holidays calendar to your “My calendar” list.

