



## CENTER FOR THE ADVANCEMENT OF VIRTUAL ORGANIZATIONS

### **Technology Tips: Email and Availability**

*Here are some tips and tools for email and availability processes.*

#### **Using an Email Signature**

- [Creating an email signature in Outlook](#)
- [Creating an email signature in Gmail](#)
- [Creating an email signature on iPhone](#)
- [Creating an email signature on Android](#)

#### **Out of Office Replies**

- [Setting up an out of office on Outlook](#)
- [Setting up an out of office on Gmail](#)
- [Setting up an out of office on iPhone](#)
- [Setting up an out of office on Android](#)

#### **Scheduling Meetings (scheduling assistant; calendaring tools)**

- [Scheduling Assistant in Outlook](#)
- [Google Calendar](#)
- [Calendly](#)
- [YouCanBookMe](#)
- [NeedtoMeet](#)
- [Doodle](#)

#### **Scheduling Messages**

- [Delay or schedule delivery on Outlook](#)
- [Schedule delivery on Gmail](#)
- [Schedule delivery on iPhone](#)

#### **Assigning and Tracking Tasks**

- [Assigning and tracking tasks on Outlook](#)
- [Assigning and tracking tasks on Google](#)
- [Microsoft Teams](#)
- [Monday](#)
- [Slack](#)