

## Course Overview

In this 1-day course, you will learn the essentials of Microsoft Outlook for managing your electronic mail, appointments, contacts, and daily tasks. You will learn how to create, send, read, and delete electronic messages. You will also learn how to organize your email by moving messages into custom folders that you create. Additionally, you will learn how to manage your calendar by changing calendar views, setting appointments, and setting recurring appointments. You will learn about scheduling meetings, including how to invite attendees, view free and busy times of potential attendees, track meeting responses and update meeting requests. In addition, you will learn how to setup a contact list, how to create a task list, and how to create notes.

## Courses in the Microsoft Outlook Series

Outlook Level 1  
- 1 day -

Outlook Level 2  
- 1 day -

## Course Preparation

Prerequisite Course: *Microsoft Windows - Level 1* or equivalent experience. You should be familiar with the use of a standard PC keyboard and the basics of Windows, including using a mouse, pull down menus, opening and closing windows, minimizing and maximizing windows, using scroll bars, and storing data on a disk.

## Course Topics

### Getting Started with Outlook

- Starting Outlook
- Viewing the Outlook Environment
- Displaying the Navigation Pane/Folders List
- Exiting Outlook

### Sending Messages

- Inbox Views
- Switching Arrangements/Views
- Message Formatting
- E-mail Server Information
- Preparing a New Message
- What is the Address Book?
- Addressing a Message
- Typing the Message Text
- Formatting the Message Text
- Setting the Message Importance
- Spell Checking a Message
- Setting a Message Category
- Sending a Message
- Closing an Unsent Message
- Setting up a Distribution List
- Sending a Message to a Distribution List

### Reading a Message

- Reading a Message
- Replying to a Message
- Reading a Message by Double Clicking
- Closing a Message Window
- Forwarding a Message to Someone Else
- Deleting a Message
- Printing a Message
- Automatically Replying to Messages
- Creating an E-mail Signature
- Changing the View of the Inbox

### Inserting Files into Messages

- Inserting Files and Items into a Message
- Attaching a File to a Message
- Attaching a Contact to a Message
- Receiving a Message with an Attachment
- Printing an Attached File

### Working with Folders

- What are Folders?
- Displaying the Folder List
- Expanding and Collapsing a Folder
- Creating a New Folder
- Moving a Message to another Folder
- Renaming a Folder
- Deleting a Folder
- Displaying Folder Size
- Archiving Folders

### Working with the Calendar

- What is the Calendar?
- Displaying Calendar View
- Understanding the Calendar View
- Displaying Week and Month Views
- The Appointment Calendar
- Viewing additional Time Slots
- Changing Dates using the Date Navigator
- Changing Dates using Go to Date
- Returning to the Current Date

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## **Scheduling Appointments**

- Scheduling with the Appointment Dialog Box
- Scheduling Directly into the Calendar
- Modifying an Appointment
- Shortcuts for Editing an Appointment
- Deleting an Appointment
- Scheduling a Recurring Appointment
- Changing all Occurrences of a Recurring Appointment
- Deleting a Single Occurrence of a Recurring Appointment
- Scheduling an Event
- Viewing Event Details
- Coloring the Calendar
- Printing a Calendar
- Deleting an Event
- Deleting all Occurrences of a Recurring Appointment

## **Scheduling Meetings**

- Requesting a Meeting
- Responding to a Meeting Request
- Viewing Meeting Responses
- Rescheduling a Meeting
- Canceling a Meeting

## **Working with Contacts**

- What is the Contacts Feature?
- Displaying the Contacts View
- Creating a New Contact
- Scrolling through the Address Cards
- Modifying a Contact
- Adjusting the Width of Contact List Columns
- Changing the View of the Contact List
- Finding a Contact
- Sending a Message to a Contact
- Sending a Contact Card to a Recipient
- Deleting a Contact

## **Working in Tasks View**

- Displaying Tasks View
- Creating a Task
- Creating a Recurring Task
- Marking a Task Complete
- Changing the View of the Task List
- Modifying a Task
- Deleting a Task
- Deleting a Recurring Task

## **Working with Notes**

- What are Notes?
- Displaying Notes View
- Creating a Note
- Opening a Note
- Modifying a Note
- Formatting a Note
- Creating a Task from a Note
- Creating a Meeting from a Note
- Displaying a Note on the Desktop
- Deleting a Note from the Desktop
- Deleting a Note in Notes View

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