

Outlook Level 1



A one day course for people new to Microsoft Outlook

Prerequisites

This course assumes the students to have basic computing skills.

Chapter1 - Getting Started

- Why use Outlook?
- Starting Outlook
- Tabs and Ribbons
- The Backstage
- The Quick Access Toolbar
- Exiting Outlook

Chapter2 - Email

- Create Email Messages
- Save the Message
- Send the Message
- Open a Message
- Print the Message
- The Reading Pane
- Reply and Forward Messages
- Automatic Replies
- Flag a Message for Followup
- Recall a Message
- Attach a File
- Attach and Resize an Image
- Hyperlink to a File
- Change the Read Status
- Create a Signature
- Select a Different Signature
- Using the AutoComplete Feature
- Search Messages
- Grouping and Sorting
- Filter for Unread Mail
- Send and Receive Options
- Delete a Message
- Create a New Folder in the Inbox
- Quick Steps: Move To
- Edit a Quick Step
- Create a Simple Rule
- Junk Mail
- Email Etiquette

Chapter3 - Calendar

- Navigate in the Calendar
- Go To a Date
- Schedule a New Appointment
- Edit an Appointment
- Recurring Appointments
- Move Appointments
- Use an Email to Create an Appointment
- Schedule a Meeting
- Respond to Meeting Requests
- Track Responses
- Cancel a Meeting
- Create a New Calendar
- Share Your Calendar on Exchange

Chapter 4 - Contacts

- Create a New Contact
- Use an Email to Create a Contact
- Extract other Contacts from an Email
- Create a New Contacts Folder
- Email Multiple Contacts
- Create a Contact Group
- Flag a Contact for Follow Up
- Back up Contacts

Chapter 5 - Tasks

- Create a New Task
- Create a Recurring Task
- Mark Progress on a Task
- Use an Email to Create a Task
- Assign Tasks to Other Users
- Accept or Decline Tasks
- Send a Status Report

Chapter 6 - Notes

- Create a Note
- Create a New Folder
- Print a Note