

Microsoft Outlook 2010

Level 1

Course Overview

In this 1-day course, you will learn the essentials of Microsoft Outlook 2010 to manage your electronic mail, appointments, meetings, contacts, and notes. You will learn how to send and receive email messages. You will learn how to spell check your messages, mark them important, and attach files to them. You will also learn how to automatically notify coworkers when you are out of the office. You will learn how to create electronic business cards called Contacts. You will also learn how to create Contact Groups to easily send messages to groups of people. You will learn how to schedule appointments for yourself and invite people to meetings. You will also learn to share your calendar with coworkers. Additionally, you will learn how to create electronic "sticky notes." Finally, you will learn how to view and retrieve deleted items. Prerequisite Course: Microsoft Windows Level 1 or equivalent experience.

Outlook Course Series:



Course Topics

Exploring Outlook

- Exploring Outlook 2010
- About the Navigation Pane
- Minimizing the Navigation Pane
- Using the Reading Pane

Sending and Receiving Email Messages

- Creating and Addressing a Message
- Checking Spelling and Sending a Message
- Reading a Message
- Replying to and Forwarding Messages
- Setting High or Low Importance
- Printing a Message
- Deleting a Message
- Working with Attached Files
- Viewing Messages You Have Sent
- Setting Automatic Replies

Working with Contacts

- Creating a Contact
- Changing Views
- Finding and Editing Contacts
- Sending a Message to a Contact
- Sending a Message to Multiple Contacts
- Sending and Receiving a Contact
- Deleting a Contact

Creating Contact Groups

- Creating a Contact Group
- Sending a Message to a Contact Group
- Removing People from a Contact Group

Viewing Your Calendar and Setting Appointments

- Viewing Your Calendar
- Showing/Hiding the Daily Task List
- Moving to Different Dates
- Scheduling Appointments
- Modifying Appointments
- Creating an All Day Event
- Scheduling a Recurring Appointment
- Deleting Appointments

Scheduling Meetings

- Schedule a Meeting
- Responding to a Meeting Request
- Rescheduling a Meeting
- Cancelling a Meeting
- Removing Yourself from a Meeting

Sharing Calendars with Coworkers

- Making Appointments Private
- Sharing Your Calendar
- Receiving a Shared Calendar Notification
- Viewing a Coworker's Calendar
- Overlaying Calendars
- Customizing Calendar Permissions

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Using Notes

- Exploring Notes
- Creating and Resizing a Note
- Categorizing and Printing a Note

Handling Deleted Items

- Viewing Deleted Items
- Retrieving a Deleted Item
- Emptying the Deleted Items Folder