

Microsoft Outlook Introduction

OBJECTIVES

Use Outlook to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes.

Duration: 1 Day

1. **INTRODUCTION**
 - An Overview of Outlook
 - Using Help
 - Outlook Screen Components
2. **WORKING WITH FOLDERS/SHORTCUTS**
 - Folder List; Inbox Viewer
 - Creating Folders/Shortcuts/Groups
 - Expand/Collapse Folders
 - Move/Copy/Delete Messages/Folders
3. **MAIL AND MESSAGES**
 - Send a Message/Message Formats
 - Spell Check; Send Options
 - File Attachments; Inserting Messages
 - Open/Reply/Forward a Message
 - Message Flags, Categories
4. **USING THE ADDRESS BOOK**
 - Address Messages
 - Display Different Address Lists
 - Find Names in an Address List
 - Personal Contact List/Adding Users
 - Contact Group
5. **ORGANISING YOUR INFORMATION**
 - Create/Save/Apply Views
 - Group/Sort Items
 - Filter Items
 - Define, Apply, Save Views
6. **THE CALENDAR**
 - Calendar Screen; The Calendar Toolbar
7. **EVENTS**
 - Schedule an Appointment
 - Set Reminders
 - Select/Edit an Appointment
 - Move/Copy/Delete Appointments
 - Set Recurring Appointments
8. **PLANNING MEETINGS**
 - Arrange Meetings/Book Meeting Resources
 - View Responses to a Meeting Request
 - Rescheduling a Meeting/
 - Add/Remove Attendees
9. **KEEPING CONTACTS**
 - Create a New Contact
 - Add another Contact from Same Company
 - Edit/Delete Contacts
 - Sort/Find a Contact
 - Create an Appointment from a Contact
10. **THE TASK LIST**
 - Create Tasks/Recurring Tasks
 - Edit/Delete Tasks
 - Categorising Tasks
 - Marking a Task as Completed
 - Sort/Move/Delete Tasks
 - Filter the Task List
 - Assign Tasks
11. **PREVIEW/PRINT FROM OUTLOOK**