



Course Description: This class introduces students to the functions of Microsoft® Outlook. The objective is to give students the skills to send and receive e-mail, schedule appointments, create contacts lists, create and monitor tasks, and create and manipulate notes. The course also covers ways of finding information within Outlook and methods of sorting data.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn how to use integrated solutions for managing your time and information.

Upon successful completion of this course, students will be able to:

- Manage your communications quickly and efficiently
- Organize your calendar
- Manage contacts
- Create tasks and notes

Prerequisite: Experience and familiarity with Windows environment.

Course Outline		
<p>Explore Outlook</p> <ul style="list-style-type: none"> • Use the Outlook Ribbon • Customize the Quick Access Toolbar • Use the Navigation Pane • Use the To Do Bar • Use Help <p>Send and Receive Messages</p> <ul style="list-style-type: none"> • Send messages • Open messages • Use the Reading Pane • Reply and forward messages • Use the unread mail search folder <p>Outlook Features</p> <ul style="list-style-type: none"> • Format a message • Save a draft • Recall a message • Print messages • Attach/receive files in messages • Create a signature 	<p>Conversation View</p> <ul style="list-style-type: none"> • Use conversation to eliminate redundant messages • View messages by conversation <p>Calendar</p> <ul style="list-style-type: none"> • Schedule an appointment, event, and meeting • Edit, move, copy and delete an appointment • Set reminders • Set appointments to recur • View side by side calendars <p>People/Contacts</p> <ul style="list-style-type: none"> • Create a contact • Address a message to a contact • Create a Contact Group <p>Tasks</p> <ul style="list-style-type: none"> • Create a task • Set a due date • Set a reminder • Set a task to recur 	<p>Notes</p> <ul style="list-style-type: none"> • Create a note • Move to desktop <p>Organize Messages</p> <ul style="list-style-type: none"> • Arrange and group messages • Sort messages • Create and modify search folders • Empty Deleted Items folder • Recover Deleted Items • Manage Sent Items <p>Create and Manage Subfolders</p> <p>Use Rules to Automate Organization</p> <ul style="list-style-type: none"> • Create a Rule based on a message • Create a rule with the Rules Wizard • Automate with Quick Steps