

Microsoft Outlook Level 1

Course Length

1 Day (Typically 9AM - 4PM with a 1-hour lunch)

Prerequisites

Participants should be comfortable with using the mouse and keyboard.

Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities. The pace of class is based upon the participant's previous computer experience and class expectations. Questions are welcomed and encouraged.

Course Outline

Fundamentals

Understanding the Outlook Program Screen

Customizing the View

Email

Compose and Send an Email Message

Specify Message Options

Format Text

Check Spelling

Attach a File to a Message

Reply to and Forward a Message

Open an Attachment

Delete a Message

Flag a Message for Follow-up

Sort Messages

Save Unfinished Messages (Drafts)

Using the Out of Office Assistant

Working with Contacts

Add a Contact

Add a Contact from an E-mail

Edit and Delete Contacts

Find and Organize Conta

The Calendar

View and Navigate the Calendar

Schedule Appointments

Recurring Appointments

Set Reminders

Schedule Meetings

Respond to a Meeting Request

Tasks and Notes

Add and Edit a Task

Work with Notes

Organize & Find Information and Use Help

Explore the Folder List

Create and Use Folders

Manage Folders

Use Instant Search

Use Help

Also Includes

- Reference Material.
- Certificate of completion.