

Outlook – Calendar and Tasks

Prerequisite

None

Course Description

This course is for anyone who wants to learn how to use the calendaring features of Outlook. Students will learn how to create, modify and delete appointments or events on the calendar. Students will learn how to set appointments or events to reoccur periodically. Students will learn how to setup a meeting and invite others through email. They will learn various techniques for printing a schedule. The course will also cover how to delegate rights to your calendar and allow others to see or use your calendar. Students will also explore how the task list works. They will enter new tasks, create recurring tasks, and assign tasks to other users. They will also learn how to categorize tasks and mark tasks as complete.

Objectives

Scheduling With Outlook

- Make a New Appointment
- Change an Appointment
- Delete an Appointment
- Define a Recurring Appointment
- Print the Schedule
- Schedule Meetings With Others
- Customize the Calendar
- Change Views
- Use the Find Command
- Turn an E-Mail into an Appointment
- Schedule Conference Rooms
- Allow Others to View Your Calendar or Inbox
- View Another Users Calendar or Inbox
- Open Another Users Calendar and Inbox When You Start Outlook

Tasks

- Enter Tasks
- Change the View
- Categorize Tasks
- Modify a Task
- Mark a Task as Completed
- Assign Tasks to Others
- Create a Recurring Task

Class Length

90 minutes
Instructor lead, hands-on course