

Outlook – Email and Contacts

Prerequisite

None

Course Description

This course is designed for students to learn how to use the email capabilities in Outlook. Students will learn how to create, send, reply, and forward an email. They will learn how to attach a file with an email message. They will learn how to setup an out-of-office notification. They will learn how to create folders for storing emails; and how to print and delete emails. Students will also learn how to add a new contact, change views, send a message to a contact, and create a distribution list. They will learn how to flag a contact for follow-up, how to find a contact and how to forward the contact information to another user.

Objectives

Introduction to Microsoft Outlook

- Start Microsoft Outlook
- Screen Elements
- Folders
- Change Views

E-Mail

- Compose and Sending an E-Mail Message
- Set Priority for an E-Mail Message
- Set Tracking Options for an E-Mail Message
- Receive an E-Mail Message
- Reply to an E-Mail Message
- Forward an E-Mail Message
- Attach a File With an E-Mail Message
- Add Signature Lines
- Set an Out-of-Office Notification
- Delete an E-Mail Message
- Print an E-Mail Message

Contact List

- Add a New Contact
- Change the View
- Create a Distribution List
- Add a Contact From a Mail Message
- Flag a Contact for Follow-up
- Find a Contact
- Send Other People Your Contact List

Class Length

90 minutes
Instructor lead, hands-on course