

Microsoft Outlook Introduction

Prerequisite

None

Course Description

This course is designed to teach the basic features of Microsoft Outlook. Students will learn how to create, send, reply, forward, print, and delete an email. They will also learn how to attach a file to an email message and setup an out-of-office notification. Students will also learn how to add new contacts, send a message to a contact, and create a distribution list. They will learn how to create, modify, and delete one-time or reoccurring appointments or events on the calendar.

Objectives

Introduction to Outlook

- Screen Elements
- Folders
- Change Views

Contacts

- Add a New Contact
- Change the View
- Send a Message to a Contact
- Create a Distribution List

Email

- Compose and Send an E-Mail Message
- Set Priority and Tracking for an E-Mail Message
- Reply and Forward an E-Mail Message
- Attach a File With an EMail Message
- Add AutoSignatures
- Set an Out-of-Office Notification
- Print and Delete an E-Mail Message

Scheduling With Outlook

- Make a New Appointment
- Change an Appointment
- Delete an Appointment
- Define a Recurring Appointment
- Print the Schedule
- Schedule Meetings With Others

Tasks

- Enter Tasks
- Change the View
- Categorize Tasks
- Modify a Task
- Mark a Task as Completed

Class Length

3.5 hours
Instructor-led, hands-on course