

ON LINE SERVICES

Computer Training & Support

Outlook Introduction Full Day Course

Course Description

Overview: Students will learn the fundamentals of using Outlook to coordinate mail, appointments, events, meetings, tasks, and contacts. This course meets the Microsoft Proficiency Guidelines for Outlook at the Expert level.

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

- * Become familiar with the Outlook interface
- * Identify the steps necessary to send, to receive, and to act on mail messages
- * Use additional message handling options, to insert text into a message, and to create multiple Signatures
- * Create personal folders and to organize their Outlook folders
- * Create, edit, and categorize single appointments and recurring appointments
- * Create, send, and manage meeting requests
- * Create, edit, assign, and track tasks and to create and edit contacts

Getting started with Outlook

Overview of Outlook
Overview of Outlook Today

Using mail

Creating and sending messages
Acting on messages
Working with address books
Recalling and printing

Handling messages

Message handling options
Inserting text into a message
Creating Signatures

Managing folders

Creating and using personal folders
Using the Organize Page

Working with appointments and events

Scheduling appointments
Assigning categories
Editing appointments
Inserting events

Scheduling and managing meetings

Creating and sending meeting requests
Working with meeting requests
Managing meeting responses

Using the task and contact manager

Managing tasks
Adding and editing contacts

What's next? Outlook Introduction is the first course in this series. Outlook Intermediate, the next course in this series, teaches students advanced mail, contacts, and journal features; how to create forms and templates; how to customize the Outlook environment, and how to use remote mail and Internet features of Outlook.