Outlook - 101

Days of Training: **1**

Overview

Students will learn the basic skills needed to start using Outlook to manage email communications, calendar events, contact information, tasks, and notes.

Lesson 1: Getting Started With Outlook
Navigate the Outlook Interface
Perform Basic Email Functions
Use Outlook Help

Lesson 2: Composing Messages
Create an Email Message
Check Spelling and Grammar
Format Message Content
Attach Files and Items
Enhance an Email Message
Manage Automatic Message Content

Lesson 3: Reading and Responding to Messages
Customize Reading Options
Work with Attachments
Manage Your Message Responses

Lesson 4: Managing Your Messages
Manage Messages Using Tags, Flags, and Commands
Organize Messages Using Folders

Lesson 5: Managing Your Calendar
View the Calendar
Manage Appointments
Manage Meetings
Print Your Calendar

Lesson 6: Managing Your Contacts
Create and Update Contacts
View and Organize Contacts

Lesson 7: Working With Tasks and Notes
Manage Tasks
Manage Notes

Lesson 8: Customizing the Outlook Environment
Customize the Outlook Interface
Create and Manage Quick Steps

NH91043S-ILT

Outlook - 102

Days of Training: **1**

Overview

Students will explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management.

Prerequisites

Outlook - 101

Lesson 1: Configure Advanced Message Options
Insert Advanced Characters and Objects
Modify Message Settings, Properties, and Options
Use Automatic Replies

Lesson 2: Advanced Message Management
Sort Messages
Filter Messages
Organize Messages
Search Messages
Manage Junk Mail
Manage Your Mailbox

Lesson 3: Advanced Calendar Management
Manage Advanced Calendar Options
Create Calendar Groups
Manage Meeting Responses

Lesson 4: Advanced Contact Management
Edit an Electronic Business Card
Manage Advanced Contacts Options
Forward Contacts
Export Contacts

Lesson 5: Managing Activities by Using Tasks and Journal Entries
Assign and Manage Tasks
Record and Modify Journal Entries

Lesson 6: Sharing Workspaces with Others
Delegate Access to Mail Folders
Share Your Calendar
Share Your Contacts

Lesson 7: Managing Outlook Data Files
Back Up Outlook Items
Change Data File Settings

NH91044S-ILT

New Horizons of South Florida
100 South Pine Island Road
Plantation, FL 33324

Trish Baron
954 315 2156
tbaron@nhflorida.com

New Horizons
Computer Learning Centers