

Course Overview

In this 1-day course, you will learn the essentials of Microsoft Outlook for managing your email, appointments, meetings, and contacts. You will learn how to send and receive email messages. You will learn to spell check your messages, mark them important, and attach files to them. You will also learn to automatically notify coworkers when you are out of the office. You will learn how to create electronic business cards called contacts. You will also learn to create distribution lists to easily send messages to groups of people. You will learn to schedule appointments and invite people to meetings. You will also learn to share your calendar with coworkers. Additionally, you will learn to create electronic "sticky notes." Finally, you will learn about deleting items and automatically archiving Outlook data.

Courses in the Microsoft Outlook Series

Outlook Level 1
- 1 day -

Outlook Level 2
- 1 day -

Course Preparation

Prerequisite Course: Microsoft Windows - Level 1 or equivalent experience.

Course Topics

Exploring Outlook

- Exploring Outlook 2007
- About the Navigation Pane
- Minimizing the Navigation Pane
- Using the Reading Pane

Sending and Receiving Email Messages

- Creating and Addressing a Message
- Checking Spelling and Sending a Message
- Reading a Message
- Replying and Forwarding Messages
- Setting High or Low Importance
- Printing a Message
- Deleting a Message
- Working with Attached Files
- Viewing Messages You Have Sent
- Setting the Out of Office Assistant

Working with Contacts

- Creating a Contact
- Changing Views
- Finding Contacts
- Sending a Message to a Contact
- Sending a Message to Multiple Contacts
- Sending and Receiving a Contact
- Deleting a Contact

Creating Distribution Lists

- Creating a Distribution List
- Sending a Message to a Distribution List
- Removing People from a Distribution List

Viewing Your Calendar and Setting Appointments

- Viewing Your Calendar
- Moving to Different Dates
- Scheduling Appointments
- Modifying Appointments
- Creating an All Day Event
- Scheduling a Recurring Appointment
- Deleting Appointments

Scheduling Meetings

- Schedule a Meeting
- Responding to a Meeting Request
- Rescheduling a Meeting
- Cancelling a Meeting
- Removing Yourself from a Meeting

Sharing Calendars with Coworkers

- Making Appointments Private
- Sharing Your Calendar
- Requesting Permission to View a Calendar
- Viewing a Coworker's Calendar
- Overlaying Calendars
- Customizing Calendar Permissions

Using Notes

- Exploring Notes
- Creating and Resizing a Note
- Categorizing and Printing a Note

About Deleted Items and AutoArchive

- Viewing Deleted Items
- Retrieving a Deleted Item
- Emptying the Deleted Items Folder
- About AutoArchive

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