



Computer Consultants Corporation

Microsoft Outlook

Comprehensive Introduction

Length of course: 1 class day (6 hours)

Objective(s): The participant will learn to use Outlook and take advantage of the many features available within the software to save time and enhance efficiency.

Prerequisites: An introduction to Windows, or equivalent experience.

Learning Outlook Basics

- Using the Outlook Interface
- Using the Navigation Pane
- Displaying/Hiding the Reading Pane

Using Help

- Displaying the Office Assistant
- Finding an Answer
- Changing Assistant Options

Using Messaging

- Using Outlook's E-mail features
- Sending and Receiving a Message
- Viewing and Sorting Messages
- Printing Messages
- Replying to or Forwarding a Message
- Flagging a Message
- Marking a Message as Unread
- Moving or Deleting Messages
- Working with Folders
- Handling Junk Mail
- Using the Out of Office Assistant

Managing Contacts

- Adding/Editing/Deleting Contacts
- Viewing Contact Information
- Assigning Categories
- Sending Messages to Contacts
- Creating Distribution Lists
- Finding a Contact
- Printing Contacts

Working with the Calendar

- Navigating the Calendar
- Scheduling Appointments and Events
- Using AutoDate
- Assigning Labels and Colors
- Setting Recurrence Options
- Organizing and Managing Calendar Items
- Setting Calendar Options
- Adding Holidays
- Printing Calendar Items
- Working with the Taskpad

Managing Tasks

- Adding/Editing/Deleting Tasks
- Creating Recurring Tasks
- Viewing and Sorting Tasks
- Completing vs. Deleting a Task
- Assigning a Task
- Accepting or Declining a Task

Using Notes

- Creating Notes
- Assigning Note Colors
- Editing and Deleting Notes
- Converting Notes to Other Items

Working with the Journal

- Creating a Manual Journal Entry
- Automatically Recording Items
- Managing Journal Entries