



Computer Consultants Corporation

Microsoft Outlook

Introduction

Length of course: 1 class days (6 hours)

Objective(s): Students learn to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Prerequisites: Basic experience using Windows and keyboarding.

Getting Started with Outlook

- Explore the Outlook Interface
- Send a Simple Message
- Reading Messages
- Reply to and Forward a Message
- Print a Message
- Delete a Message

Composing Messages

- Address a Message
- Format a Message
- Check Spelling and Grammar
- Attach a File

Organizing Messages

- Open and Save an Attachment
- Flag a Message
- Organize Content with Folders

Managing Contacts

- Add a Contact
- Sort and Find Contacts
- Find the Geographical Location of a Contact
- Manage Contacts

Scheduling Appointments

- Explore the Outlook Calendar
- Schedule an Appointment
- Assign Categories and Edit Appointments

Scheduling Meetings

- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Manage Meetings
- Print the Calendar

Managing Tasks and Notes

- Create a Task
- Edit and Update a Task
- Create a Note
- Edit a Note
- Display a Note on the Desktop