



## MICROSOFT OUTLOOK – INTRODUCTION

Course Duration: 1 Day

### 1. Introduction

- An Overview of Outlook
- Starting/Exiting Outlook
- Using the Help Screen
- The Outlook Screen: Title Bar; Menu Bar, Toolbars, Navigation Pane

### 2. Working with Folders/Shortcuts

- Folder List; Inbox Viewer
- Creating Folders/Shortcuts/Groups
- Expanding/Collapsing Folders
- Moving/Copying Deleting Messages/Folders

### 3. Mail and Messages

- Sending a Message; Message Formats
- Spell Check; Send Options
- File Attachments; Inserting Messages
- Embedding OLE Objects in a Message
- Opening/Replying/Forwarding a Message
- Message Flags, Categories
- Voting Buttons

### 4. Using the Address Book

- Addressing Messages
- Displaying Different Address Lists
- Finding Names in an Address List
- Working with the Personal Address Book (PAB)
- Adding Users to Your PAB
- Creating a Personal Distribution List (PDL)

### 5. Organising your Information

- Creating, Saving, and Applying Views
- Grouping/Sorting Items
- Filtering Items
- Defining, Apply, Saving Views

### 6. The Calendar

- Calendar Screen; The Calendar Toolbar
- Scheduling an Appointment
- Setting Reminders
- Selecting/Editing an Appointment
- Moving, Copying & Deleting Appointments
- Setting Recurring Appointments

### 7. Events

- Creating Events/Recurring Events
- Changing/ Deleting Event Details

### 8. Planning Meetings

- Arranging a Meeting
- Booking Meeting Resources
- Viewing Responses to a Meeting Request
- Rescheduling a Meeting
- Adding/Removing Attendees

### 9. Workgroup Tasks

- Assigning Tasks to Others
- Tracking Assigned Tasks; Deleting Tasks

### 10. The Task List

- Creating Tasks/Recurring Tasks
- Editing/Deleting Tasks
- Categorising Tasks
- Marking a Task as Completed
- Sorting, Moving, Deleting Tasks
- Filtering the Task List
- Assigning Tasks

### 11. Keeping Contacts

- Creating a New Contact
- Adding a Second Contact from the Same Organisation
- Editing/Deleting Contacts
- Sorting and Finding a Contact
- Creating an Appointment from a Contact

### 12. The Journal

- What is the Journal
- Recording a Journal Activity
- Opening a Journal Entry & its Recorded Item

### 13. Using Outlook Notes

- Creating/Editing a Note
- Changing the Look of Notes
- Displaying Notes
- Finding and Organising Notes
- Sharing Text between Notes and Other Applications
- Sorting and Managing Notes

### 14. Previewing & Printing From Outlook

- Printing/Previewing your Schedule
- Defining the Printout Style
- Printing the Task List and Contact List