

Outlook - Essentials

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able work with mail, contacts and scheduling. The following course content details what will be covered in this class.

The Outlook Screen
Working with the Ribbon Bars
Working with Dialog Boxes
Accessing Help
Navigating within Outlook
Working with Mail
Creating Messages
Enhancing Messages
Delivering/Receiving Messages
Reading Messages
Deleting Messages
Printing Messages

Replying to Messages
Forwarding Messages
Working with Attachments
Creating Folders
Organizing your Mailbox
Working with the Calendar
Working with Events
Scheduling a Meeting
Printing and Previewing Schedules
Working with Contacts
Setting Outlook Options

Outlook – Advanced

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. The following course content details what will be covered in this class.

- Creating folders
- Different ways to organize your folders
- Working with public folders
- Customizing Outlook Today
- Customizing views
- Creating and using distribution lists
- Setting up an archive process
- Working with journals
- Setting up rules
- Creating and Out of Office Reply
- Granting access to other users
- Working with toolbars
- Changing Outlook options