



## Microsoft Outlook Introduction Course Outline

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- Duration:** One Day
- Pre-requisites:** Keyboard experience and ideally have a good working knowledge of Windows.
- Objectives:** Delegates will be able to use their newly acquired skills to access and organise e-mail, appointments, meetings, tasks, contacts and notes.
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### The Outlook Environment

- The Outlook Window
- Navigating Around Outlook
- Menus and Shortcut Menus
- The Folder List

### Mail

- Reading, Replying and Forwarding Email Messages
- Creating, Editing and Sending Email Messages
- Setting Email Options
- Sending and Reading Mail Attachments
- Voting Buttons and Tracking Options
- Sorting, Grouping, Storing and Deleting Mail Items
- Resending and Recalling Email Messages
- Out of Office Assistant
- AutoSignature
- Address Books and Distribution Lists

### Tasks

- Creating and Modifying Tasks
- Viewing and Assigning Tasks

### Contacts

- Creating Contacts and Modifying Details
- Viewing Contacts
- Use of Contact List for Email, Letters and Appointments

### Calendar

- Calendar Views
- Scheduling and Modifying Appointments
- Setting Reminders
- Scheduling and Modifying Events
- Recurring Appointments and Events
- Scheduling and Modifying Meetings
- The Meeting Planner
- Selecting Attendees and Responding to Meeting Requests
- Printing Diary Entries
- Editing, Moving, Copying and Deleting Calendar Entries

### Notes

- Creating, Modifying and Viewing Notes
- Notes Facilities