

Course Description

This course is intended for people who have a basic understanding of Microsoft® Windows® and need to know how to use Outlook as an email client to manage their email communications, calendar appointments, contact information, and other communication tasks. In addition to creating and sending email, this course will introduce you to organizing your mail, working with attachments, formatting message text, scheduling meetings, and responding to meeting invitations.

Learning Objectives

Get Started with Outlook

- Navigate the Outlook Interface
 - Email
 - Email Clients
 - Email Addresses
 - Office Online Apps
 - Items and Folders
 - Components of Outlook Interface
 - The Ribbon
 - The Backstage View
 - ScreenTips
 - Mail View
 - Mail Folders
 - Read and Unread Messages
 - Message Icons
 - Calendar View
 - Contacts View
 - Tasks View
 - Notes View
 - Peeks
- Work with messages
 - The Message Form
 - CC vs BCC
 - Message Form Tabs
 - Message Response Options
 - Inline Replies
 - The Deleted Items Folder
 - Microsoft OneDrive
 - Outlook on the Web
- Access Outlook Help
 - Tell Me Feature
 - Outlook Help

Format Messages

- Add Message Recipients
 - The Address Book
 - Microsoft Exchange Server
 - Global Address List
 - MailTips
- Check Spelling and Grammar
 - The AutoCorrect Feature
 - The Spelling and Grammar Checker
- Format Message Content
 - Message Formats
 - Live Preview
 - Save a Message as a Draft

Work with the Calendar

- View the Calendar
 - Calendar
 - Types of Calendar Entries
 - Calendar Grid Arrangement
 - Time Scale Options
 - Calendar Layout Options
 - The Daily Task List
 - The Weather Bar
 - Create Appointments
- The Appointment Form
 - Reminder
 - The Show As Option
 - The Private Option
 - Schedule Meetings
- The Meeting Schedule Process
 - The Meeting Form
 - Meeting Reminders
 - Resource Booking Attendant
 - The Room Finder Pane
 - The Scheduling Assistant
 - Recurring Meetings
 - Meeting Response Options
- Print the Calendar
 - Calendar Print Styles

Customize Message Options

- Customize Reading Options
 - Desktop Alerts
 - Message Preview
 - Conversations
 - Split Conversations
- Track Messages
 - The InfoBar
 - Voting Options
 - Tracking Options
- Recall and Resend Messages

Work with Tasks and Notes

- Create Tasks
 - Task Views
 - Task Options
- Create Notes
 - Note Views

Work with Attachments and Illustrations

- Attach Files and Items
 - Attachments
 - Attachment Sources
 - Attachment Options
- Add Illustrations to Messages
 - Pictures and Online Pictures
 - SmartArt
 - The Screenshot Tool
 - Quick Parts
 - WordArt
 - Galleries
 - Themes
- Manage Automatic Message Content
 - Stationery and Fonts
 - Signatures

Organize Messages

- Mark Messages
 - Mark as Unread/Read
 - Color Categories
 - Color Categories and Conversations
 - Quick Click for Color Categories
 - Shortcut Keys
 - Flag for Follow Up
 - Follow Up Flag Options
 - Ignore Conversations
 - Clean Up Commands
- Organize Messages Using Folders
 - Default Email Folders
 - Email Folders on the Server
 - Personal Folders

Manage Your Contacts

- Create and Edit Contacts
 - The Contact Form
 - Secondary Address Books
- View and Print Contacts
 - Electronic Business Cards
 - Contact Views
 - Sort Options
 - The Search Contacts Feature
 - People Seek Search