

OUTLOOK 2013/2016

LEVEL 1

1-day course

Course Code: C151

WHO SHOULD ATTEND?

This course is intended for new Microsoft Office Outlook users.

PREREQUISITES

Windows XP, Vista, 7, or 8

COURSE OBJECTIVES

Upon completion of the course, participants will be able to accomplish the following:

- Explore the Outlook environment, create customized notes, subscribe to RSS feeds, and learn to use Help
- Communicate with electronic mail quickly and easily
- Manage contact information and track communications
- Address, distribute, file, sort, find, and manage messages efficiently
- Record, prioritize, and track tasks
- Schedule and manage appointments efficiently
- Coordinate and schedule meetings with others
- Select print styles and print Outlook items

COURSE CONTENT

UNDERSTANDING THE OUTLOOK ENVIRONMENT

Outlook Concepts; Getting Started; Working in Outlook; Creating and Customizing Notes; Working with RSS Feeds; Using Outlook Help

COMMUNICATING WITH E-MAIL MESSAGES

Creating and Sending Messages; Replying to, Forwarding, and Deleting Messages

WORKING WITH CONTACTS

Managing Contacts; Tracking Communications in the Journal

MANAGING MESSAGES

Creating Contact Groups; Organizing, Sorting, and Finding Messages; Managing Junk E-mail

MANAGING TASKS

Creating, Editing, and Deleting Tasks; Organizing and Tracking Tasks

SCHEDULING AND MANAGING APPOINTMENTS

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Scheduling Appointments; Managing Appointments; Calendar Options

SCHEDULING MEETINGS

Planning, Requesting; and Scheduling Meetings; Rescheduling and Cancelling Meetings

PRINTING OUTLOOK ITEMS

Selecting Print Styles and Printing Messages; Printing Schedules and Contact Lists