COURSE SYLLABUS

Microsoft Outlook Level I

Get ahead in Microsoft Outlook with an overview of how to manage emails, calendars, and contacts. In this one-day course, you'll practice setting up your email signature and automatic replies. By the end of the course, you'll also have a solid understanding of the calendar, notes, journals, and tasks.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/outlook-essentials-specialist

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Course Outline

The Outlook E-Mail Interface

- Ribbon tabs (A)
- Favorite Folders (B)
- All Folders Pane (C)
- Navigation Pane (D)
- Content pane (E)
- Reading pane (F)
- Review exercise

Composing and Sending Messages

- Compose and Send a Message
- Create and Add a Signature to a Message
- Check Spelling
- Open a Message
- Reply to Message
- Forward Message
- Delete a Message
- Review exercise

Organizing Messages and Folders

- Assign Policy
- Mark Message Unread/Read
- Color Categories
- Flag for Follow Up
- Ignore Conversation

- Clean Up
- Creating a New Folder
- Move a Message to a Folder
- Move a Folder
- Delete a Folder
- Print Message
- Review exercise

Message Attachments

- Open Message Attachment
- Save Attachment
- Attach a File to a Message
- Tips on Sending Attachments
- Message Graphics
- Inserting Pictures
- Inserting Icons
- Inserting SmartArt
- Inserting a Chart
- Quick Parts (AutoText)
- WordArt
- Quick Styles
- Review exercises

Outlook Options

- Inbox Options
- Conversations
- Message Preview
- Pane Layout
- New Message Alerts

Message Options

- Voting Buttons
- Message Tracking
- Resending a Message
- Recalling a Message
- Review exercise

Contacts

- Add a Contact
- Edit a Contact
- Saving a New Contact
- Contact Groups
- Sort Options
- Custom Sort Options
- Electronic Business Cards
- Viewing Contacts

- Search Contacts
- Print Contacts
- Review exercises

The Calendar

- Grid View Options
- Time Scale Options
- Calendar Layout Options
- Weather Bar
- Appointments
- Creating an Appointment
- Reminders
- Show As
- Private
- Meetings
- Scheduling a Meeting
- Meeting Reminders
- Room Finder
- Scheduling Assistant
- Recurring Meetings
- Meeting Response Options
- Print the Calendar
- Review exercises

Tasks

- Creating Tasks
- Task Options
- View Your Tasks
- Sorting Your Tasks
- Notes
- Create a Note
- Viewing Notes
- Review exercises
- Outlook – Shortcut Glossary