

Microsoft Outlook Level I

Covers the basic skills, including: exploring the Outlook interface, sending mail, and responding to messages, composing email messages, organizing email messages into folders, managing contacts and contact information, scheduling appointments and meeting and manage tasks and notes.

Course Outline

Customize Outlook settings

- Customize the appearance of the program window
- Configure program options
- Set defaults for outgoing messages
- Create and assign automatic signatures
- Configure options for multiple accounts
- Practice tasks

Automate Outlook

- Automatically reply to messages
- Automatically process messages
- Create and manage Quick Steps
- Practice tasks

Print and save information in Outlook

- View and save messages and attachments
- Print Outlook items
- Practice tasks

Search in Outlook

- Search for items
- Use Search Folders
- Practice tasks
- Objective review

Manage messages

- Create messages
- Create and send messages
- Configure message options
- Respond to messages
- Delegate access
- Practice tasks

Format messages

- Format text
- Apply themes and styles
- Apply styles
- Create hyperlinks
- Insert images
- Manage schedules
- Insert memorized content
- Insert signatures
- Practice tasks

Organize and manage messages

- Categorize messages
- Flag messages for follow-up
- Manage conversations
- Organize messages in folders
- Manage junk email
- Practice tasks
- Objective review

Create and manage calendars

- Configure calendar settings
- Work with multiple calendars
- Share calendar information
- Practice tasks

Create appointments, meetings, and events

- Create appointments and events
- Create meetings
- Manage calendar items
- Practice tasks

Organize and manage appointments, meetings, and events

- Configure settings for calendar items
- Manage meeting options
- Practice tasks

Create and manage notes, tasks, and journals

- Create tasks
- Manage tasks
- Create and manage notes
- Create journal entries
- Practice tasks

Manage contacts and groups

- Create and manage contacts
- Create and modify contact records
- Store contact records
- Share contact records and address books
- Practice tasks

Create and manage groups

Practice tasks

Contact

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