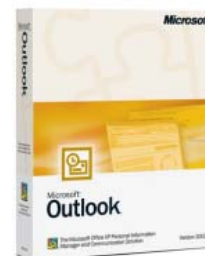




Microsoft Office Outlook The Basics Course Outline



Course aims:

To provide users with the skills to be able to start sending and responding to email in Microsoft Office Outlook, as well as maintaining your calendar, schedule meetings, work with tasks and notes.

Pre-requisites:

This course assumes that you are familiar with using personal computers, use a mouse and keyboard and possess some basic typing skills. You should be familiar with the Windows environment and be able to manage information on your computer using Windows Explorer.

Who should attend:

Users who need to use Microsoft Office Outlook to send and receive mail, schedule appointments and meetings and manage contact information.

Duration: 1 day

Outlook essentials	Getting started, exploring the Outlook window, navigating in Outlook, getting help, ending and exiting from Outlook.
Communicating with mail	Using the inbox, checking for new messages, previewing and opening messages, selecting and printing a message, closing a message, sorting messages, filtering messages, composing a new message, addressing and typing a message, editing text, formatting text, using autocomplete, including an autosignature with a message, correcting spelling as you type, sending messages, forwarding and replying to messages, managing messages using folders.
Organising contacts	Creating a contact list, adding contacts manually, selecting and editing an address card, transmitting and adding contacts with e-mail, managing contacts, changing the current view.
Scheduling with calendar	Navigating in calendar, viewing a day, a week, month, using the date navigator, viewing a range of dates, several weeks, and discontinuous days, showing two time zones, making and moving appointments, selecting an appointment and modifying the date in day view, modifying the date in week view, changing the time of an appointment, managing appointments, editing recurring appointments, creating tentative appointments, inserting all day events, deleting appointments, restoring deleted appointments,.
Tasks	Working with tasks, creating, selecting and editing a task, making a task recurring, deleting and restoring a task, managing tasks, setting the priority for a task, tracking a task's status and marking a task completed, using task timeline view
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