

Course Objectives

This introductory MS Outlook course is for anyone who needs to understand how Outlook works. Suitable for beginners.

Course Description

By the end of this course you will be able to understand how to navigate between email, calendar, the to do bar and your contacts. You will be able to create and address an email, as well as reply and forward emails. You will learn how to save a message as a draft to send later, attach files to emails, and attach items such as previous emails. You will be able to work with the message ruler, enter appointments and events, classify and categorise appointments, schedule a meeting and set and delete reminders. Lastly you will learn how to create and forward contacts, add tasks to the to do bar, assign tasks and keep track of them.

Estimated Course duration is 45 - 60 minutes. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Getting Started

- Getting Started with Outlook
- The Ribbon
- Customising the Ribbon
- Backstage View
- Folder Pane
- Mini Toolbar
- Quick Access Toolbar
- Reading Pane
- Getting Help
- To Do Bar

Mail

- Addressing the Message
- Creating and Formatting a Message
- Live Preview
- Sending and Receiving Emails
- Reply and Reply to All
- Forwarding Emails
- Conversation View
- Mail Tips
- Saving a Message to Send Later
- Attaching Files and Items
- Printing Emails
- Previewing Attachments
- Message Ruler

Calendar

- Weather Bar
- Entering Appointments
- Navigating the Calendar
- Entering Events
- Classifying an Appointment
- Categorising an Appointment
- Schedule Meetings
- Printing the Calendar
- Setting Reminders
- Dealing with Reminders

Contacts

- Creating Contacts
- Creating Contact Groups
- People Card
- Electronic Business Cards

Tasks

- Assigning Tasks to Yourself and Others