

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 attach files to emails and attach items such as previous emails. You will be able to 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 3 hours. Each lesson takes on average 3-5 minutes to complete.

Getting Started

- Outlook Environment
- Using the Ribbon
- Quick Access Toolbar
- Navigating and Folder Pane
- To Do Bar
- Accessibility Features
- Getting Help

Mail

- Receiving Mail
- Sending Mail
- Formatting Mail
- Forwarding and Reply
- Printing Emails
- Attachments
- Inserting Images
- Read and Delivery Receipts
- Delaying Mail
- Spell Check

Contacts

- Creating Contacts
- Editing and Deleting Contacts
- Creating Contact Groups
- Contact Views
- Profile Card
- Electronic Business Cards
- Communicating with Contacts
- Searching Contacts
- Creating Contact Folders

Calendar

- Navigating Calendars
- Scheduling Appointments and Events
- Scheduling Meetings
- Editing and Deleting Appointments
- Using Find Time
- Categorising Appointments
- Reminders
- Printing Calendars
- Tracking Meeting Responses
- Calendar Snapshots
- Using Time Zones

Tasks

- Creating Tasks
- Editing Tasks
- Task Progress and Completion
- Tasks Views
- To Do Bar Tasks
- Assigning Tasks