



Microsoft Outlook 2010: Introduction

Overview: Students will learn to use Outlook to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes

Prerequisites: Students should be familiar with Windows environment.

Course Length: One Day

Lesson 1: Getting Started with Outlook

Identify the Components of the Outlook Interface

Read an Email Message

Reply to and Forward an Email Message

Print an Email Message

Delete an Email Message

Lesson 2: Composing Messages

Create an Email Message

Format a Message

Check Spelling and Grammar

Attach a File

Enhance an Email Message

Send an Email Message

Lesson 3: Organizing Messages

Manage Email Messages

Move Email Messages into Folders

Open and Save an Attachment

Lesson 4: Managing Contacts

Add a Contact

Sort and Find Contacts

Find the Geographical Location of a Contact

Update Contacts

Lesson 5: Scheduling Appointments

Explore the Outlook Calendar

Schedule an Appointment

Edit Appointments

Lesson 6: Managing Meetings in Outlook

Schedule a Meeting

Reply to a Meeting Request

Track and Update Scheduled Meetings

Print the Calendar

Lesson 7: Managing Tasks and Notes

Create a Task

Edit and Update a Task

Create a Note

Edit a Note