



Microsoft Office Outlook 2010: New Features

Overview: Students will learn to use the new and enhanced features in Microsoft Office Outlook 2010

Prerequisites: This course is designed for experienced Outlook users who have worked with earlier versions of Microsoft Office Outlook.

Course Length: One-Half Day

Course Content

Lesson 1: Identifying the Components of the Outlook 2010 Interface

Identify the Components of the Outlook Window
Identify the Tabs and Groups on the Ribbon
Customize the Outlook Interface

Lesson 2: Working with Email Messages

Format an Email Message
Insert Graphical Objects in an Email Message
Manage Email Messages
Share Contact Information Using Business Cards

Lesson 3: Managing Calendars in Outlook

Create Tasks Using Outlook Calendar
Customize the Calendar View
Schedule a Meeting
Share Calendar Information

Lesson 4: Managing Email Messages in Outlook

Manage Junk Email Messages
Search for Information in Outlook
Clean Up Conversations and Folders
Set Access Permissions
Add RSS Feeds in Outlook 2010

Appendix A: New Features in Microsoft® Outlook® 2010

Appendix B: Out of Office Notifications in Outlook

Appendix C: Outlook and Other Office Applications and Services