

Outlook: Module I

This instructor-led course presents the basic concepts of Outlook. Students will be introduced to Outlook features and the steps required to use the features correctly.

Course Length: 1 day

Prerequisites: General knowledge of Windows

What's in Outlook: Module I?

This course teaches students how to work with Address Book, create Contacts, use e-mail, manage your Calendar, configure Tasks, use Journal, keep Notes, print Outlook data, and use Newsreader.

Why do I need Outlook: Module I?

- ✓ Provides skills necessary to become MOUS certified.
- ✓ Provides students with an overview of Outlook features.
- ✓ Provides hands-on experience using Outlook.

Course Outline**Lesson 1: Getting Started**

- ✓ Starting Outlook
- ✓ Exploring Outlook's Interface
- ✓ Customizing Outlook Today
- ✓ Exiting Outlook

- ✓ Creating Recurring Tasks
- ✓ Setting Reminders
- ✓ Grouping Tasks
- ✓ Marking Tasks as Completed
- ✓ Deleting Tasks

Lesson 2: Working with the Address Book

- ✓ Applying Address Book Settings
- ✓ Adding New Entries
- ✓ Searching for Entries
- ✓ Creating Distribution Lists
- ✓ Deleting Entries and Distribution Lists

Lesson 7: Using the Journal

- ✓ Setting Journal Options
- ✓ Creating Journal Entries
- ✓ Modifying Journal Entries
- ✓ Deleting Journal Entries

Lesson 3: Creating Contacts

- ✓ Managing the Contacts Folder
- ✓ Exploring the Contacts Folder's Views
- ✓ Viewing Contact Addresses on the Internet
- ✓ Importing Contact Data

Lesson 8: Keeping Notes

- ✓ Creating Notes
- ✓ Modifying Notes
- ✓ Copying Notes to Other Views
- ✓ Changing the Color of Notes
- ✓ Organizing Notes
- ✓ Deleting Notes

Lesson 4: Using E-mail

- ✓ Creating and Sending Messages
- ✓ Viewing Incoming Messages
- ✓ Replying to Messages
- ✓ Forwarding Messages
- ✓ Organizing Messages
- ✓ Deleting Messages

Lesson 9: Printing Outlook Data

- ✓ Printing E-mail Messages
- ✓ Printing Your Calendar
- ✓ Printing Contact Information
- ✓ Printing Tasks
- ✓ Printing Journal Entries
- ✓ Printing Notes

Lesson 5: Managing Your Calendar

- ✓ Setting Up Appointments
- ✓ Managing Appointments
- ✓ Marking Events in Your Calendar

Lesson 10: Using Newsreader

- ✓ Starting Newsreader
- ✓ Searching for Newsgroups
- ✓ Viewing Newsgroup Messages
- ✓ Subscribing to Newsgroups
- ✓ Opening News Messages
- ✓ Posting News Messages

Lesson 6: Configuring Tasks

- ✓ Creating Tasks