

Outlook 2010 - Level 1

Days of Training: 1

Overview

In this course, students will use Microsoft® Office Outlook® 2010 to manage email, calendar entries, tasks, and contacts.

Prerequisites

Students taking up this course should be familiar with using personal computers and should have used a mouse and keyboard; basic typing skills are required. Students should be comfortable working in the Windows environment and should be able to use Windows to manage information on a computer. Specifically, they should be able to launch and close programs; navigate to information stored on a computer; and manage files and folders.
Windows XP Professional - Installation and Administration
Windows XP Introduction to Personal Computers

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Lesson 1: Getting Started with Outlook 2010

- Identify the Outlook User Interface
- Identify the Outlook Ribbon
- Identify the Tabs and Commands in the Outlook Message Form
- Using Outlook Help

Lesson 2: Composing Email Messages

- Create an Email Message
- Format an Email Message
- Check Spelling and Grammar
- Attach a File
- Enhance an email

Lesson 3: Sending and Receiving Email Messages

- Send an Email Message
- Read an Email Message
- Reply to and Forward an Email Message
- Print an Email Message
- Delete an Email Message

Lesson 4: Organizing Email Messages

- Manage Email Messages
- Move Email Messages into Folders
- Open and Save an Attachment

Lesson 5: Managing Contacts

- Add a Contact
- Sorting and Finding Contacts
- Find the Geographical Location of a Contact
- Update Contacts

Lesson 6: Scheduling Appointments Using Outlook

- Work with the Outlook Calendar
- Schedule an Appointment
- Categorize and Edit Appointments
- Share the Outlook Calendar
- Print a Calendar

Lesson 7: Scheduling Meetings

- Schedule a Meeting
- Respond to a Meeting Request
- Propose a New Meeting Time
- Manage Meetings

Lesson 8: Managing Tasks, Notes, and Journal Entries

- Create a Task
- Edit a Task
- Create a Note
- Edit a Note
- Create a Journal Entry

Outlook 2010 - Level 2

Days of Training: 1

Overview

In this course, students will customize the Outlook environment, calendar, and mail messages, and will also track, share, assign, and quickly locate various Outlook items.

Prerequisites

Prospective students should be familiar with using personal computers, basic typing skills are recommended. They should be comfortable with the Windows environment and be able to use Windows to manage information on the computer. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.
Outlook 2010 - Level 1

Next Steps

Outlook 2010 - Level 3

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Lesson 1: Customizing Message Options

- Modify Message Settings
- Modify Delivery Options
- Change the Message Format
- Set the Out of the Office Notification
- Create a Contact Group
- Insert a Hyperlink
- Create Quick Steps

Lesson 2: Organizing and Locating Messages

- Sort Messages Using Multiple Criteria
- Find Messages Using Instant Search
- Find Messages Using Multiple Criteria
- Filter Messages
- Organize Messages
- Manage Junk Email

Lesson 3: Setting Calendar Options

- Set Workdays and Time
- Display an Additional Time Zone
- Set Availability Options
- Create Calendar Groups
- Manage Automatic Meeting Responses

Lesson 4: Tracking Activities Using the Journal

- Record a Journal Entry Automatically
- Record a Journal Entry Manually
- Modify a Journal Entry

Lesson 5: Managing Tasks

- Assign a Task
- Reply to a Task Request
- Send a Task Update
- Track Assigned Tasks

Lesson 6: Sharing Folder Information

- Specify Folder Permissions
- Access Another User's Folder
- Send Calendar Information in an Email Message
- Delegate Folder Access to Users

Lesson 7: Customizing the Outlook Environment

- Customize the Ribbon and Quick Access Toolbar
- Customize the To-Do Bar
- Create a Folder Home Page

Outlook 2010 - Level 3

Days of Training: 1

Overview

In this course, students will work with the advanced features of Outlook.

Prerequisites

Outlook 2010 - Level 1
Outlook 2010 - Level 2

Lesson 1: Personalizing Your Email

- Apply Stationery and Themes
- Create a Custom Theme
- Create a Signature
- Modify Signatures
- Configure Email Message Security Settings

Lesson 2: Organizing Outlook Items

- Group Items
- Create Search Folders
- Apply Conditional Formatting

Lesson 3: Managing Outlook Data Files

- Back Up Outlook Items in Outlook Data Files
- Add Outlook Data Files to a Mail Profile
- Change Data File Settings

Lesson 4: Managing Contacts and Contact Information

- Forward Contacts
- Edit an Electronic Business Card
- Export Contacts
- Perform a Mail Merge
- Link Items to the Business Contact Manager

Lesson 5: Saving and Archiving Email

- Save Messages in Alternate Formats
- Archive Messages
- Protect Archives and Other Personal Folders

Lesson 6: Creating a Custom Outlook Form

- Customize a Form
- Create Outlook Items Based on a Custom Form

Lesson 7: Working Offline and Remotely

- Make Folders Available Offline
- Configure Remote Procedure Calls over HTTP
- Download Selected Messages
- Publish Calendar Information to Office Online

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