Microsoft Outlook Part 1: Communications and Calendaring

Duration: *1 Day(s)*

Course Overview

Email has become one of the most widely used methods of communication, whether for personal or business communications. In most organizations, large or small, email is the preferred form of communicating information amongst employees. As email grows in popularity and use, most organizations have found the need to implement a corporate mail management system such as Microsoft® Office Outlook® to handle the messages and meeting invitations sent among employees.

In this level 1 course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create tasks and notes for yourself, and customize the Outlook interface to suit your working style.

This course is the first in a series of two Microsoft® Office Outlook® courses. It will provide you with the basic skills you need to start using Outlook to manage your email communications, contact information, calendar events, tasks, and notes.

Review this course online at https://www.alta3.com/courses/MSFT*OUT*2019L1

Objectives

- Navigate and utilize the Outlook interface for effective email communication.
- Customize and format messages with attachments and illustrations.
- Organize and manage email messages using flags, categories, and folders.
- Schedule and manage appointments, meetings, tasks, and contacts efficiently.

Who Should Attend

- Business professionals
- Office assistants
- Entry-level employees
- Windows users needing email management skills

Prerequisites

To ensure your success in this course you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, and manage files and folders is recommended.

Course Outline

Lesson 1: Getting Started with Outlook

1. Navigate the Outlook Interface
2. Work with Messages
3. Access Outlook Help

Lesson 2: Formatting Messages

4. Add Message Recipients

5. Check Spelling and Grammar

6. Format Message Content

Lesson 3: Working with Attachments and Illustrations

7. Attach Files and Items

8. Add Illustrations to Messages

9. Manage Automatic Message Content

Lesson 4: Customizing Message Options

10. Customize Reading Options

11. Track Messages

12. Recall and Resend Messages

Lesson 5: Organizing Messages

13. Mark Messages

14. Organize Messages Using Folders

Lesson 6: Managing Your Contacts

15. Create and Edit Contacts

16. View and Print Contacts

Lesson 7: Working with the Calendar

17. View the Calendar

18. Create Appointments

19. Schedule Meetings

20. Print the Calendar

Lesson 8: Working with Tasks and Notes

21. Create Tasks

22. Create Notes