

Outlook Level I

You will use Outlook to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes.

Upon successful completion of this course, students will be able to:

- Explore the Outlook interface, send mail, and respond to messages.
- Compose email messages.
- Organize email messages into folders.
- Manage contacts and contact information.
- Schedule appointments and meetings.
- Manage tasks and notes.

Course Content

Lesson 1: Getting Started With Outlook

Topic 1A: Identify the Components of the Outlook Interface

Topic 1B: Read an Email Message

Topic 1C: Reply to and Forward an Email Message

Topic 1D: Print an Email Message

Topic 1E: Delete an Email Message

Lesson 2: Composing Messages

Topic 2A: Create an Email Message

Topic 2B: Format a Message

Topic 2C: Check Spelling and Grammar

Topic 2D: Attach a File

Topic 2E: Enhance an Email Message

Topic 2F: Send an Email Message

Lesson 3: Organizing Messages

Topic 3A: Manage Email Messages

Topic 3B: Move Email Messages into Folders

Topic 3C: Open and Save an Attachment

Lesson 4: Managing Contacts

Topic 4A: Add a Contact

Topic 4B: Sort and Find Contacts

Topic 4C: Find the Geographical Location of a Contact

Topic 4D: Update Contacts

Lesson 5: Scheduling Appointments

Topic 5A: Explore the Outlook Calendar

Topic 5B: Schedule an Appointment

Topic 5C: Edit Appointments

Lesson 6: Manage Meetings in Outlook

Topic 6A: Schedule a Meeting

Topic 6B: Reply to a Meeting Request

Topic 6C: Track and Update Scheduled Meetings

Topic 6D: Print the Calendar

Lesson 7: Managing Tasks and Notes

Topic 7A: Create a Task

Topic 7B: Edit and Update a Task

Topic 7C: Create a Note

Topic 7D: Edit a Note

Course Length- 1 day (6.5 instructional hours)