



Microsoft Outlook Introduction

Aim: Students will learn the fundamentals of using Outlook to coordinate mail, appointments, events, meetings, tasks, and contacts.

Duration: Half day – Three hours in duration

Sending Messages

- Navigate Within Outlook
- Compose and Send a Message
- Change Message Format
- Check Spelling and Grammar
- Attach File to Message
- Send a Message with Voting Buttons
- Recall a Message

Checking Messages

- Open a Message
- Open Message Attachment
- Reply to Message
- Print Message
- Forward Message
- Mark Message Unread
- Delete/Undelete a Message

Scheduling Appointments and Events

- View the Calendar
- Add an Appointment to the Calendar
- Schedule a Recurring Appointment
- Edit Appointment
- Delete/Restore Appointment
- Schedule an Event

Scheduling Meetings

- Schedule a Meeting
- Schedule a Conflicting Meeting
- Reply to Meeting Request
- Propose a New Meeting Time
- Update Meeting Request
- Cancel Meeting
- Track Responses & Attendee Status

Using Contacts

- Add a Contact
- Sort Contacts
- Find a Contact
- Assign Category to Contact
- Edit Contact
- Distribution Lists

Creating Tasks

- Create a Task
- Update a Task
- Mark Task Complete
- Delete Task
- Assigning Tasks