

MICROSOFT OUTLOOK 2010 BASICS – SD3317

THIS CLASS IS AVAILABLE ONLY TO USERS ON THE "CLOUD."

Introduction: Microsoft Outlook – Personal Information Manager

Exploring the Outlook environment:

- Learn Outlook Features (Inbox, Calendar, Contacts, Tasks)
- Discover Outlook window elements
- Learn how to navigate Outlook 2010

Exploring the Outlook Inbox:

- Create email Messages
- Receive email Messages
- Manage email Messages (Organize & Store; Mark as Junk)
- Creating Message Rules
- Creating and Managing Out-of-Office Message

Exploring the Outlook Contact Information:

- Create Contact
- Manage Contacts
- Sorting and Organizing Contacts

Creating contacts (includes distribution lists)

Exploring the Outlook Calendar:

- Working with Calendar features (Appointments, Events, Reminders)
- Creating an Appointment
- Creating an Event
- Configuring Reminders
- Inviting others to an Appointment

Navigating Outlook Calendar views (Month, Week, Day)

Exploring Outlook Tasks:

- Creating a Task
- Sharing/Sending/Managing Tasks

Keyboard shortcuts