



Microsoft Outlook Beginners

Duration: 2 half days (6 hours)

Objectives

This course is designed for users who need to send and receive mail messages and organize their meetings, contacts and tasks.

Target Audience

This course is designed for any person who needs to use Microsoft® Office Outlook to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Prerequisite

Familiarity with the Microsoft Windows and Office environments.

Course Outline

Part 1 - Getting started with Outlook

- Opening Outlook and choosing a profile
- The Outlook Screen
- The Outlook Today Screen

Part 2 - Mail Messages

- Sending messages
- Receiving messages
- Reading messages
- Sending attachments in mail messages
- Organizing messages with different views
- Using several options before sending messages (voting buttons, read receipts, importance...)
- Saving messages into folders



Learning

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Part 3 - The Calendar Screen

- The different parts of the screen
- Scheduling appointments with reminders
- Scheduling meetings
- Seeing free/busy times of attendees
- Receiving answers from other attendees
- Entering events such as birthdays
- Different types of appointments/meetings
- How to work with documents that are shared from another computer
- Different views available in the calendar (recurring, private, out of office...)

Part 4 - The Contacts Screen

- The different parts of the screen
- Entering a new contact with all his details
- Creating categories of contacts
- Sending a mail to a contact

Part 5 - The Task Screen

- The different parts of the screen
- Creating a new task with due dates and reminders
- Creating a recurring task
- Assigning a task to someone else

Part 6 - The Notes Screen

- The purpose of a note
- Creating a new note
- Changing color of a note
- Copying a note of the desktop

Part 7 - The Journal Screen

- Description of the Screen
- How does the journal work
- Creating a new journal entry



Part 8 - Other features

- Using the options command on the tools menu to customize outlook
- How to retrieve a deleted item