

Course Content (1 Day)

Outlook basics

- Start Outlook
- Navigate around Outlook
- Mail overview
- Calendar overview
- Contacts overview
- Tasks overview
- Notes overview
- Folder list overview
- Shortcuts overview
- Exit Outlook

The Mail screen

- Navigate the mail screen
- Message views
- Find mail messages

Create a mail message

- Open a new mail message
- Address a mail message
- Format a mail message
- Add an attachment
- Add importance
- Create an AutoSignature
- Add an AutoSignature
- Edit an AutoSignature
- Save a mail message
- Edit a mail message
- Send a mail message

Receive a mail message

- Read a message in the reading pane
- Open a mail message
- Print a mail message
- Open an attachment
- Print an attachment
- Save an attachment
- Reply to a mail message
- Forward a mail message
- Close a mail message
- Delete a mail message
- Recover a deleted message

The Calendar screen

- Navigate the calendar screen
- Calendar views
- Find calendar items
- Add a new calendar
- Select a calendar
- Print a calendar
- Delete a calendar

Create a calendar appointment

- Open a new appointment
- Schedule an appointment
- Schedule a recurring appointment
- Categorise an appointment
- Set an appointment reminder
- Save an appointment
- Edit an appointment
- Print an appointment
- Reschedule an appointment
- Delete an appointment
- Recover a deleted appointment

The Contact screen

- Navigate the contacts screen
- Contact views
- Find contacts
- Print a contact list

Create a contact card

- Open a new contact card
- Add a contact picture
- Categorise a contact
- Save a contact
- Edit a contact
- Print a contact
- Delete a contact
- Recover a deleted contact

The Tasks screen

- Navigate the tasks screen
- Task views
- Find tasks
- Print a task list

Create a task

- Open a new task
- Set a task reminder
- Categorise a task
- Save a task
- Edit a task
- Print a task
- Delete a task
- Recover a deleted task

The Notes screen

- Navigate the tasks screen
- Find notes

Create a note

- Open a new note
- Save a note
- Categorise a note
- Print a note
- Delete a note
- Recover a deleted note