

Class Title: Microsoft Outlook Essentials

Duration: 1 Day

1. Use Email Features

- 1.1. Compose Messages
- 1.2. Create Auto Signatures
- 1.3. Save Messages as Drafts
- 1.4. Set Message Options
- 1.5. Flag and Track Messages
- 1.6. Use Stationary
- 1.7. Reply To and Forward Messages
- 1.8. Attach Files
- 1.9. Send Messages to Conduct a Vote
- 1.10. Use Folders to Manage Messages
- 1.11. Organize Messages Using Rules and Alerts
- 1.12. Use Search Tools to Find and Filter Messages

2. Working with Contacts

- 2.1. Add and Edit Personal Contacts
- 2.2. Create Contact Groups
- 2.3. Sort and Find Contacts

3. Use the Calendar

- 3.1. Navigate the Calendar
- 3.2. Schedule Appointments
- 3.3. Setting Recurring Appointments
- 3.4. Add All Day Events
- 3.5. Organize and Schedule Meetings with the Meeting Planner
- 3.6. Respond to Meeting Requests
- 3.7. Track, Update and Cancel Meetings
- 3.8. Print Calendars
- 3.9. Categorize Appointments and Events

4. Managing Tasks

- 4.1. Add and Edit Tasks
- 4.2. Assign Tasks to Categories
- 4.3. Schedule Tasks
- 4.4. Assign Tasks to Others
- 4.5. Track Task Progress

5. Use the Journal

- 5.1. Add and Edit Journal Entries
- 5.2. Recording Journal Entries Automatically
- 5.3. Use Notes