



Outlook Level 1

Microsoft Office 2010 / 2013 / 2016 / 365

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

Overview

Unlock the full potential of Outlook by learning how to customize your environment, calendar, and email. Create contacts, tasks, and notes. Learn how to automate your email rules.

Lesson 1: Touring Outlook

- Exploring the Outlook Window
- Using the Outlook Ribbon
- Exploring the Mailbox
- Obtaining Help

Lesson 2: Using E-Mail

- E-Mail Etiquette
- Creating and Sending New E-Mail Messages
- Opening, Navigating and Responding To E-Mail Messages
- Selecting and Editing an E-Mail Message
- Saving an E-Mail Message as a Draft

Lesson 3: Creating Contacts

- Creating New Contacts
- Editing Contacts
- E-Mailing Contacts
- Using Contact Views

Lesson 4: Using the Calendar

- Exploring the Outlook Calendar
- Scheduling Calendar Appointments
- Editing and Deleting Calendar Appointments
- Creating a Recurring Calendar Appointment
- Creating an All Day Event
- Creating a Meeting Request

Lesson 5: Working with Tasks

- Creating Tasks
- Creating Recurring Tasks
- Categorizing Tasks
- Editing Tasks



- Completing Tasks
- Viewing Tasks
- Managing Tasks

Lesson 6: Working with Notes

- Creating Notes
- Using Different Note Views
- Managing Notes
- Editing and Deleting Notes
- Adding Categories to Notes
- Moving Notes to the Desktop

Lesson 7: Organizing E-Mails

- Creating a Folder
- Moving Items into Folders
- Removing Items from Folders
- Deleting E-Mails Permanently
- Using Views
- Managing Junk E-Mail

Lesson 8: Using Search Folders

- Using Outlook Search Folders
- Searching For E-Mail Items

Lesson 9: Using the Journal

- Automatically Record a Journal Entry
- Manually Recording a Journal Entry
- Modifying and Viewing a Journal Entry

Lesson 10: Setting E-Mail Options

- Modifying Message Settings
- Using Voting Options
- Setting Delivery Options
- Creating a Distribution List
- Editing a Distribution List

Lesson 11: Formatting E-Mail Messages

- Creating a Signature and Stationery
- Exploring Message Formats
- Formatting Messages
- Inserting a Hyperlink
- Adding a Screenshot to an E-Mail

Lesson 12: Setting Calendar Options



- Setting a Work Week
- Adding and Removing Company Holidays
- Displaying Additional Time Zones
- Sending a Calendar via E-Mail
- Sharing Calendars

Lesson 13: Using Rules

- Notifying Others That You Are Out of the Office
- Adding Rules
- Organizing Messages by Color

Lesson 14: Archiving E-Mail

- Emptying the Deleted Items Folder
- Finding Large E-Mail Items
- AutoArchiving Old Items

Lesson 15: Exporting and Importing Items

- Exporting a Calendar File
- Importing a Calendar File
- Other Exports and Imports

Lesson 16: Using Mail Merge

- Creating a Mail Merge

To register or for more information call our office (208) 898-9036 or email register@leapfoxlearning.com



Microsoft Partner
Silver Learning

