



Outlook 2010 Introduction

Knowledge of the Microsoft Windows operating system, minimizing and maximizing windows, opening, saving and closing files, and creating folders.

Overview of Outlook

- Orientation to Outlook
- Outlook Today and different views
- Using Outlook Help

Common Tasks

- Send, Reply and Forward
- Add/Delete Contacts
- Add/Delete Tasks

Working with Contacts

- Creating and editing contacts
- Deleting contacts
- Creating a contact card from an email address
- Sending email to a contact
- Locating contacts using Find feature
- Printing contacts

Scheduling with Calendar

- Different calendar views
- Creating appointments
- Editing and deleting appointments
- Creating recurring appointments
- Creating events
- Schedule meetings
- Printing calendars

Working with Tasks

- Creating tasks
- Editing tasks
- Different task views
- Assigning tasks
- Viewing tasks on the calendar

Using Additional Outlook Features

- Creating and editing notes
- Posting notes on the desktop

Quick Steps

- Sharing Information
- Out of Office
- Rules/Alerts

Conversation Management Backstage View in Outlook