Microsoft Outlook Beginning

Overview: Students will learn how to start using Outlook to manage their email communications, contact information, calendar events, tasks, and notes.

Prerequisites: To ensure success, students should be familiar with using personal computers and be comfortable in the Windows 10 environment.

Course Length: One Day

Course Content

Lesson 1: Getting Started with Outlook
Navigate the Outlook Interface
Work with Messages
Access Outlook Help

Lesson 2: Formatting Messages
Add Message Recipients
Check Spelling and Grammar
Format Message Content

Lesson 3: Working with Attachments and Illustrations
Attach Files and Items
Add Illustrations to Messages
Manage Automatic Message Content

Lesson 4: Customizing Message Options
Customize Reading Options
Track Messages
Recall and Resend Messages

Lesson 5: Organizing Messages
Mark Messages
Organize Messages Using Folders

Lesson 6: Managing Your Contacts
Create and Edit Contacts
View and Print Contacts

Lesson 7: Working with the Calendar
View the Calendar
Create Appointments
Schedule Meetings
Print the Calendar

Lesson 8: Working with Tasks and Notes
Create Tasks
Create Notes