COURSE SYLLABUS

Microsoft Outlook Level I (Self-Paced)

Learn Microsoft Outlook at your own pace in this self-paced beginner course. Master customizing settings, automating tasks, searching and managing messages, formatting emails, organizing calendars, appointments, meetings, and events, creating and managing notes, tasks, and journals, and efficiently managing contacts and groups.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/self-paced-outlook-level-i



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Course Outline

The Outlook E-Mail Interface

- Ribbon tabs (A)
- Favorite Folders (B)
- All Folders Pane (C)
- Navigation Pane (D)
- Content pane (E)
- Reading pane (F)
- Review exercise

Composing and Sending Messages

- Compose and Send a Message
- Create and Add a Signature to a Message
- Check Spelling
- Open a Message
- Reply to Message
- Forward Message
- Delete a Message
- Review exercise

Organizing Messages and Folders

- Assign Policy
- Mark Message Unread/Read
- Color Categories
- Flag for Follow Up
- Ignore Conversation

- Clean Up
- Creating a New Folder
- Move a Message to a Folder
- Move a Folder
- Delete a Folder
- Print Message
- Review exercise

Message Attachments

- Open Message Attachment
- Save Attachment
- Attach a File to a Message
- Tips on Sending Attachments
- Message Graphics
- Inserting Pictures
- Inserting Icons
- Inserting SmartArt
- Inserting a Chart
- Quick Parts (AutoText)
- WordArt
- Quick Styles
- Review exercises

Outlook Options

- Inbox Options
- Conversations
- Message Preview
- Pane Layout
- New Message Alerts

Message Options

- Voting Buttons
- Message Tracking
- Resending a Message
- Recalling a Message
- Review exercise

Contacts

- Add a Contact
- Edit a Contact
- Saving a New Contact
- Contact Groups
- Sort Options
- Custom Sort Options
- Electronic Business Cards
- Viewing Contacts

- Search Contacts
- Print Contacts
- Review exercises

The Calendar

- Grid View Options
- Time Scale Options
- Calendar Layout Options
- Weather Bar
- Appointments
- Creating an Appointment
- Reminders
- Show As
- Private
- Meetings
- Scheduling a Meeting
- Meeting Reminders
- Room Finder
- Scheduling Assistant
- Recurring Meetings
- Meeting Response Options
- Print the Calendar
- Review exercises

Tasks

- Creating Tasks
- Task Options
- View Your Tasks
- Sorting Your Tasks
- Notes
- Create a Note
- Viewing Notes
- Review exercises
- Outlook – Shortcut Glossary