MS Outlook - 1 day

Prerequisites
In order to successfully master Outlook, Windows Beginners must have been completed.
The user must be confident with at least 80% of the course material from the Windows Beginners course.

Introduction
- The Outlook Screen
- Outlook Shortcuts Bar

Inbox
- Preparing and Sending a Message
- Draft Messages
- Formatting Messages
- Checking Spelling
- Requesting Receipts
- Changing the Priority of the Mail Message
- Reading a Message
- Flagging Messages
- Replying to a Message
- Forwarding a Message
- Recalling a Message
- Attachments
- Printing a Message
- Creating and Modifying Folders
- Creating and Modifying a Personal Distribution List
- Sorting Messages
- Grouping Messages
- Filtering Messages
- Auto Signatures
- Rules Wizard
- Out of Office Assistant

Calendar
- The Calendar Screen
- Changing the Date in the Calendar
- Set Appointments
- Changing, Moving and Deleting Appointments
- Adding Events
- Printing Appointments
- Scheduling Meetings
- Responding to Meetings
- Canceling Meetings

Tasks
- Managing Tasks
- Adding a Task
- Assigning a Task to Another User
- Responding to a Task
- Completing a Task
- Deleting a Task
- Printing a Task
- Tracking Tasks Assigned to Others and Receiving Status Reports
- Viewing Tasks Assigned to Others

Contacts
- Using Contacts
- Adding a New Contact
- Opening a Contact
- Deleting a Contact
- Sending Messages to a Contact

Notes and Journal
- Creating Notes
- Working with the Journal
- Creating a Journal Entry Manually
- Displaying Journal Entries

Archiving
- Turning on AutoArchive
- Setting AutoArchive Properties for a Folder
- Deleting Expired E-mail Messages when Archiving
- Turning off AutoArchive
- Archiving Items Manually
- Retrieving Archived Items