

Information Technology and Computer Skills Training

OUTLOOK 2010: INTRODUCTION

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$125.00

Course Content

GETTING FAMILIAR WITH THE OUTLOOK 2007 SCREEN

- Using the Menu
- Using the Toolbars and Menu Bar
- How to use a Shortcut Key
- How to Search and Use Help Contents
- Using the Improved 2010 Navigation Pane
- How to Add/Remove/Change the Buttons
- How to Customize Outlook Today
- Setting Outlook Today as the Default Page

USING ELECTRONIC MAIL (E-MAIL)

Creating and Sending E-mail Messages

- Selecting Names via the AutoComplete Feature
- Writing the Text of a Message
- How to Edit and Format a Message
- How to Set Message Options
- Requesting a Read Receipt for a Message
- Setting Message Delivery Options
- Resending and Recalling Messages

Receiving and Reading Messages

- Reading Messages In the Reading Pane
- How to Mark Messages as Read or Unread
- How to Reply to a Message
- How to Forward and Preview a Message
- How to Print and Delete a Message
- How to Retrieve a Deleted Message

Working with Attachments

- How to Attach a File to a Message
- Previewing and Opening Attachments
- How To Save and Remove An Attachment

Flagging Messages and Color Categories

- Flagging a Message for Follow Up
- Creating and Assigning Color Categories to Messages
- Setting/Assigning Quick Click Categories

MANAGING EMAIL MESSAGES

Arranging and Finding Messages

Organizing Messages in Folders

Using Search Folders

WORKING WITH CONTACTS

Creating Contacts Information

- How to View the Contacts Folder
- How to Create a Contact
- How to Create Another Contact with the Same Company Information
- Creating a Contact from an E-mail Message

WORKING WITH THE ADDRESS BOOK

Using the Address Book

- Adding and Removing an Address
- Finding an Address in an Address Book

WORKING WITH THE CALENDAR

Using Calendar Functions

- Viewing Your Calendar
- Navigating in the Calendar
- Scheduling Holidays, Appointments, Recurring Appointments and Events
- Scheduling and Managing Meetings

WORKING WITH TASKS

- Creating a Task
- How to Create a Task in the Daily Task List in Calendar
- Opening, Updating and Prioritizing Tasks

WORKING WITH NOTES

Creating and Organizing Notes

- How To Open The Notes Folder
- How To Create, Open and Modify A Note

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