

Microsoft Outlook – Level 1

Length: 1 Day

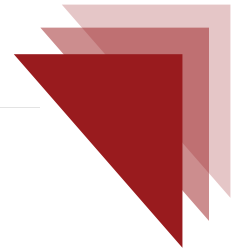
This Microsoft Outlook introduction course gets students up and running quickly working with messages, calendars, and contacts.

Learning Objectives

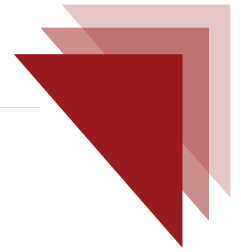
- Learn about the new features in Outlook
 - Learn about the Ribbon, Tabs, Groups, and Commands.
 - Explore the Backstage View.
 - Set up accounts and work with messages.
 - Work with calendars and contacts.
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Lesson Topics

- **The Outlook 2019 Interface**
 - Overview of the Outlook Interface
 - The Ribbon
 - Tabs, Groups, and Commands on the Ribbon
 - The Backstage View
- **Performing Popular Tasks in Outlook**
 - Setting Up an Email Account
 - Open Email Messages
 - Reply to and Forward Email Messages
 - Preview and Save an Attachment
 - Print a Message
 - Delete a Message



- Save a Message in an Alternate Format
- Delegate Access
- Customize the Navigation Pane
- **Working with Messages**
 - Compose a Message
 - Add an Attachment
 - Add Voting Options
 - Check Spelling and Grammar
 - Format Text
 - Use Microsoft Word to Edit Messages
 - Insert a Hyperlink or Image to a Message
 - Send a Message
- **Working with the Calendar**
 - Change Your Calendar View
 - Set Up Availability Status
 - Print Your Schedule
 - Share Your Calendar
 - Schedule a Meeting
 - Make Updates to Meetings
 - Cancel a Meeting
 - Reply to a Meeting Invitation
 - Schedule an Appointment
 - Make Updates to an Appointment
 - Create Calendar Groups
 - Delete a Calendar



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- Work with Calendar Items
 - Create and Add Calendars
 - **Organizing Contacts**
 - Add, Delete, Import, and Print a Contact
 - Update a Contact
 - Locate a Contact
 - Sort Contacts
 - Work with Contact Groups
 - Manage Multiple Address books
 - Perform a Mail Merge