

Outlook 2010/2013 Level 1

Audience	This course is intended for people who are familiar with a Windows operating system and want to develop an understanding of Microsoft Outlook. No experience with Outlook is required.
Description	This course uses a combination of lecture, instructor demonstration, and when possible, hands-on practice and independent exercises to familiarize students with Outlook's messaging and calendar features. In Mail, students create and read email, prepare and set special email features, and manage file attachments and mailbox folders. In Calendar, learners will schedule and modify appointments, create and edit recurring appointments, and plan and modify meetings.
Objectives	After completing the class, students should be able to: <ul style="list-style-type: none">■ List the main features of Outlook Mail■ Read, delete, reply, and forward email messages■ Address, create, format, edit, and send email messages■ Set message priorities and special features for email■ Attach and work with file attachments■ Manage the mailbox address book and folders■ Display and print the calendar by day, week, and month■ Schedule and modify appointments■ Create and modify recurring appointments and events■ Plan and modify meetings and respond to meeting requests
Length	1 day
Beyond this Level	When you have successfully completed this class, the next class you should consider is Outlook 2010/2013 Level 2. Level 2 introduces email automation; customizing Outlook; protecting messages and using advanced calendar features. Additional topics include managing tasks and contacts, and storing messages which are covered based on student experience and interest. Be sure to leave time for practice before registering for the next level.

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| I. Getting Acquainted with Outlook | E. Preparing a New Email Message |
| A. Starting Outlook Mail | F. Addressing Mail |
| B. What is Outlook? | G. Sending Mail |
| C. Exploring the Mail Screen | H. Using Help |
| D. Reading Email Messages | I. Exiting Outlook |



II. Using Enhanced Mail Features

- A. Formatting the Message
- B. Checking Spelling
- C. Setting Message Options
- D. Replying to and Forwarding Email
- E. Attaching a File to Message
- F. Working with File Attachments

III. Mailbox and Address Book Maintenance

- A. Creating Folders
- B. Selecting Messages
- C. Sorting and Grouping Messages
- D. Moving and Copying Messages
- E. Deleting Multiple Messages or Folders
- F. Working with Junk Email
- G. Finding Messages using Search
- H. What is the Address Book?
- I. Managing Entries in the Address Book

IV. Getting Acquainted with Outlook Calendar

- A. What is Calendar?
- B. Starting Calendar
- C. Exploring the Calendar Screen
- D. Selecting Dates and Views
- E. Creating an Appointment
- F. Printing the Calendar
- G. Using Help
- H. Exiting Outlook

V. Modifying Appointments

- A. Editing an Appointment
- B. Moving an Appointment
- C. Deleting an Appointment
- D. Setting up a Recurring Appointment
- E. Editing a Recurring Appointment
- F. Creating an Event

VI. Planning a Meeting

- A. Planning the Meeting
- B. Responding to Meeting Requests
- C. Changing Meetings