

# Course Outline | Outlook Introduction

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1 day(s)

## Overview

In this course, you will explore the Outlook interface and when you are familiar with it, you will use Outlook to manage all aspects of email communications; use the Outlook calendar to manage appointments and meetings; use Outlook's People workspace to manage your contact information; create Tasks and Notes for yourself in Outlook; and customize the Outlook interface to serve your own personal needs.

This course is the first in a series of two Microsoft Office Outlook courses. It will provide you with the basic skills you need to start using Outlook to manage your email communications, calendar events, contact information, tasks, and notes.

## Prerequisites

To be successful in this course, you should be familiar with using personal computers. You should be comfortable in the Windows environment.

## Course Outline

### Outlook Navigation

- Navigation in Outlook

### E-mail Send and Receive Options

- Setting E-mail options
- Send and Receive Groups
- Send and Receive Groups
- Choose Which IMAP Account Folders Appear in Outlook

### Receiving and Sending E-mail

- Grouping E-mails Items
- Conversation
- Ignoring Conversions
- People Pane
- Sending Messages
- Opening E-mails
- Reorganising Messages in Folders
- Changing Default Message Text Formats
- Handling and Deleting Messages
- Follow-up Flags
- IMAP Account Flags

### Automate Common or Repetitive Tasks With Quick Steps

- Default Quick Steps

### Contacts

- Adding a Contact
- Using the People View

### The Outlook Calendar

- Different Calendar Views
- Appointments
- Viewing Dates
- Appointment Categories
- Recurring Appointments

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- Meetings

Viewing Multiple Calendars For Users With Microsoft Exchange

- Sharing a Calendar
- Allow someone else to manage your mail and calendar as a delegate
- Add another person's mailbox to your profile

To-Do Bar Tasks