

Outlook 2010 - Part 1

Course Overview

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This is a 1-day class

In this course, you will explore the Outlook interface, manage Email communications, Calendar, Contacts, create Tasks and Notes for yourself and customize the Outlook interface to serve your own personal needs.



Course Outline

1 Getting Started With Outlook 2010

- Navigate the Outlook Interface
- Perform Basic Email Functions
- Use Outlook Help

2 Composing Messages

- Create an Email Message
- Check Spelling and Grammar
- Format Message Content
- Attach Files and Items
- Enhance an Email Message
- Manage Automatic Message Content

3 Reading and Responding to Messages

- Customize Reading Options
- Work with Attachments
- Manage Your Message Responses

4 Managing Your Messages

- Manage Messages Using Tags, Flags, and Commands
- Organize Messages Using Folders

5 Managing Your Calendar

- View the Calendar
- Manage Appointments
- Manage Meetings
- Print Your Calendar

6 Managing Your Contacts

- Create and Update Contacts
- View and Organize Contacts

7 Working With Tasks and Notes

- Manage Tasks
- Manage Notes

8 Customizing the Outlook Environment

- Customize the Outlook Interface
- Create and Manage Quick Steps