Course Outline

Course Objective: Upon successful completion of this course, students will be able to: explore the Outlook interface, send mail, and respond to messages; compose email messages; organize email messages into folders; manage contacts and contact information; schedule appointments; schedule a meeting and manage tasks and notes.

Target Student: This course is intended for people who have a basic understanding of Microsoft Windows and want to know how to use Outlook to manage their time and information.

Prerequisites: To be successful in this course, you should be familiar with using personal computers. You should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically, you should be able to launch and close programs; navigate to information stored on a computer; and manage files and folders.

Course Content

1. **Getting Started with Outlook**
   - Identify the Components of the Outlook Interface
   - Read an Email Message
   - Reply to and Forward an Email Message
   - Print an Email Message
   - Delete an Email Message

2. **Composing Messages**
   - Create an Email Message
   - Format a Message
   - Check Spelling and Grammar
   - Attach a File
   - Enhance an Email Message
   - Send an Email Message

3. **Organizing Messages**
   - Manage Email Messages
   - Move Email Messages into Folders
   - Open and Save an Attachment

4. **Managing Contacts**
   - Add a Contact
   - Sort and Find Contacts
   - Find the Geographical Location of a Contact
   - Update Contacts

5. **Scheduling Appointments**
   - Explore the Outlook Calendar
   - Schedule an Appointment
   - Edit Appointments

6. **Managing Meetings in Outlook**
   - Schedule a Meeting
   - Reply to a Meeting Request
   - Track and Update Scheduled Meetings
   - Print the Calendar

7. **Managing Tasks and Notes**
   - Create a Task
   - Edit and Update a Task
   - Create a Note
   - Edit a Note