NORTHWEST
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Microsoft Outlook Level I
Course Outline
1-Day   9:00 am – 4:00 pm

Course Description:

This workshop explores how Microsoft Outlook can be applied in a professional setting. Several projects throughout the day help you to understand Outlook. Topics include: customizing the Outlook window, using the To-Do bar, sending and receiving e-mail, using Spell Check, sending and receiving attachments, creating and using signatures, setting up a contact list, creating contact groups, scheduling appointments and events, using Schedule View, working with calendars, making task lists, requesting meetings and responding to meeting requests.

Module 1 – Getting Started with Outlook

- What Can I Do with Outlook?
- The Outlook Window
- Modifying the Quick Access Toolbar
- Backstage View
- Using the To-Do Bar
- Outlook Shortcuts

Module 2 – The Inbox and Messaging

- The Inbox
- Sending Messages
- Using Spell Check
- Automatic Spell Check
- Sending Attachments
- Using Formatting
- Receiving Messages
- Previewing Messages and Attachments
- Sending Replies and Forwarding
- Creating and Using Signatures

Module 3 – Managing Time and Contacts

- Creating a New Contact Record
- Creating Contact Folders
- Contact Views
- Sending Messages to Multiple Contacts
- Creating a Contact Group

Module 4 – Working with the Calendar

- Calendar View
- Changing the Current View
- Using the Date Navigator
- Multiple Window View
- Working with Multiple Calendars
- Using Calendar Overlay
- Scheduling Events
- Adding and Deleting Holidays
- Scheduling Appointments
- Creating Recurring Appointments
- Using Schedule View
- Scheduling Meetings
- Handling Meeting Requests
- Printing Calendars
- Setting Calendar Options

Module 5 – Tasks and Notes

- Creating a To Do List
- Assigning Due Dates
- Assigning Tasks
- Creating Notes
- Setting Task and Note Options
- Using Outlook Today