

# Outlook Introduction

## Course Duration

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1 Day

## Objectives & Expected Outcomes

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To learn how to Compose and send messages, Format message text, Read and respond to messages, Forward messages, Add a signature to new messages, Delete unwanted messages, Use attachments, Add contact details, Use contact details, Schedule appointments and events, Set recurring appointments, Create, modify and assign tasks, Accept or decline a task & Print information from Outlook

## Pre-Requisites

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The delegate should be used to the operating system that they will be trained in (Windows or OSX), and be familiar with the use of a mouse

## Subjects

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### Getting Started with Outlook

Start Outlook | What is Outlook? | Familiarisation with the Outlook Screen | Recognise Outlook Items | Help Facility | Close Outlook | Sneak a Peak / Switch Elements

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### Mail Messages

Create a New E-mail Message | Address an E-mail Message | Send an E-mail Message | Change Message Format | Format Message Text | Change the Message Background | Spell Check Messages | Save Unfinished Messages (Drafts) | Message List Previews | Read, Reply to and Forward Messages | Unread Mail | In-Line Replies | Create a Signature | Set Message Priority | Insert Attachments | Open and Save Attachments | Preview Attachments | Save Messages | Delete Messages | Quick Actions | Find Messages | Use the Out of Office Assistant

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### Contacts

People Pane | People Card | Create a Contact | Add an E-mail Sender as a Contact | Edit a Contact | Delete a Contact | Add a Contact from the same Organisation | Address mail to a Contact | Track Activities related to a Contact | Sort, Find and View Contacts | In The Office?

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## Calendar

Navigate the Calendar | Calendar Views | Arrange Calendar Items | Configure Calendar Options | Schedule an Appointment | Edit an Appointment | Move, Copy and Delete Appointments | View Appointment Reminders | Set Recurring Appointments | Modify Recurring Appointments | Schedule Events | Schedule Meetings | Weather Reports

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## Tasks

Change Task Views | Create a Task | Edit a Task | Update Task Progress | Create a Recurring Task | Attach an Item to a Task | Assign a Task | Accept and Decline Tasks

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## Sharing Data with Outlook and Office

Create a New Office File within Outlook | Add an Office Object to a Message | Integrate Outlook Components | Use the Clipboard | Create Hyperlinks

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## Printing

Define a Print Style | Preview and Print

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