



Course Outline



Outlook - Basics

Versions 2007/2010/2013/2016

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Program Objectives: Students will learn how to use Outlook for communicating via e-mail, managing contacts, and managing their calendars.

- ◆ Introduction to Outlook
- ◆ Setting Up Certain Features One Time
- ◆ What is Electronic Mail?
- ◆ Gaining Access to Outlook
- ◆ The Outlook Screen
- ◆ Screen Components
- ◆ Customizing the Menu
- ◆ Additional Screen Components
- ◆ Adding a Toolbar
- ◆ Reading Pane – Pros and Cons
- ◆ Help Feature
- ◆ Understanding the Navigation Pane
- ◆ Outlook Today Screen
- ◆ Customizing Outlook Today
- ◆ Understanding the Inbox Screen
- ◆ Inbox Icons
- ◆ Sorting the Messages
- ◆ Resizing the Columns
- ◆ Outlook Database
- ◆ Typing and Sending a Message
- ◆ Copying and Pasting into a Message
- ◆ Customizing the Message Toolbars
- ◆ Prioritizing and Flagging Messages
- ◆ Auto Signature Feature
- ◆ Setting Up Return Receipt Option
- ◆ Sending the Message
- ◆ Setting Up Spell Check Option
- ◆ Creating and Using the Personal Distribution List
- ◆ Attaching Files to the Message
- ◆ Attachment Options
- ◆ Reading/Printing a Message
- ◆ Replying to/Forwarding a Message
- ◆ Opening an Attachment from an E-Mail
- ◆ Disabling the Reading Layout View
- ◆ Creating a Storage Folder
- ◆ Storing a Message in a Folder
- ◆ Moving/Copying a Message to a Folder
- ◆ Displaying the Contents of a Folder
- ◆ Renaming a Folder
- ◆ Deleting a Folder or Message
- ◆ Other Outlook Features
- ◆ Outlook Calendar
- ◆ Displaying the Task Pad on the Calendar
- ◆ Entering Events into the Calendar
- ◆ Color Coding the Appointments
- ◆ Show Time as Choices
- ◆ Label Feature
- ◆ Reminder Feature
- ◆ Editing an Appointment
- ◆ Scheduling a Private Appointment
- ◆ Changing the Appointment Length
- ◆ Copying/Moving an Appointment
- ◆ Adding a Recurring Appointment
- ◆ Deleting an Appointment
- ◆ Weekly/Monthly Calendar
- ◆ Changing Views
- ◆ Printing the Calendar
- ◆ Changing Calendar Default Options
- ◆ Adding Holidays to the Calendar
- ◆ Task List
- ◆ Notes Feature
- ◆ Sending a Contact to Another Person
- ◆ Sending/Saving a Distribution List
- ◆ Using the Meeting Wizard
- ◆ Responding to the Meeting Wizard
- ◆ Exiting From Outlook

Course Prerequisite

Must have Windows and mouse proficiency

(4 CPE Credits)