



Microsoft Outlook Basic Course Outline



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

Composing Messages

Create an Email Message
Format a Message
Check Spelling and Grammar
Attach a File
Enhance an Email Message
Send an Email Message

Organizing Messages

Manage Email Messages
Move Email Messages into Folders
Open and Save an Attachment

Managing Contacts

Add a Contact
Sort and Find Contacts
Find the Geographical Location of a Contact
Update Contacts

Scheduling Appointments

Explore the Outlook Calendar
Schedule an Appointment
Edit Appointments

Managing Meetings in Outlook

Schedule a Meeting
Reply to a Meeting Request
Track and Update Scheduled Meetings
Print the Calendar

Managing Tasks and Notes

Create a Task
Edit and Update a Task
Create a Note
Edit a Note