

Microsoft Outlook Class Outline

1. Outlook Overview
 - a. Exchange Server
 - b. Toolbars
 - i. New Menu
 - ii. Tools (Start up feature)
 - c. Folder List
 - d. Outlook Desktop
 - e. Sort by Type
 - f. Keep Open all day
 - g. Set personal folder
 - h. Public Folder
2. E-Mail Basics
 - a. Create and Send New Message
 - i. Direct
 - ii. Address Book
 - b. Create and Save a Message (Drafts)
 - c. Attach a File
 - d. Spell Check
 - e. Request a Read Receipt
 - f. Create a Signature
 - g. Insert a Signature
 - h. Contacts/Address Book
 - i. Add name from Scratch
 - ii. Add name from e-mail
 - iii. View Contacts
 - i. Open an Attachment
 - j. Reply to an E-Mail
 - k. Forward an E-mail
 - l. Organize you Outlook Window
 - i. Set up Rules
 - ii. Set up Colors
 - iii. Set up View
 - m. Flag message for Follow-Up
3. File Maintenance
 - a. Create a folder
 - b. Delete a folder
 - c. Move messages
 - d. Permanently delete
4. Tasks
 - a. Add a new task
 - b. Mark as completed
 - c. Delete a task
 - d. Look at different views
 - e. Assigning a task
5. Calendar
 - a. New Appointment

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- i. Use mouse to mouse over on monthly calendar to see appointment location
- ii. The one day view will show appointment location
- iii. Subject should be what you are doing
- iv. Location should be where the appointment is going to be
- v. Start and End times
- vi. Reminder
- vii. Show time as...
- b. Invite members to a meeting
 - i. Attendees Availability
 - ii. Auto Pick
- c. Receiving a meeting notice
- d. Canceling an Appointment
- e. Receiving a Cancellation Notice
- f. Printing / Page set up