

Microsoft® Office

Outlook 2016/365

Level 1 Course Outline

Lesson 1: Getting Started with Outlook

- What Is Outlook?
- Opening the Program
- Looking at The Screen
- Outlook Help
- Customizing the Navigation Bar

Lesson 2: The Mail Module

- Creating an Email Message
- Using Cc and Bcc in Messages
- Reading and Viewing Messages
- Sending and Receiving Messages
- The Reading Pane
- Reading Pane Options
- Response Options to Messages
- Deleting A Message
- Replying To/Forwarding A Message
- Creating A Signature
- Working with Attachments
- Attaching Files to Messages
- Displaying Attachments in Received Messages
- Saving Attachments to Your Computer
- Deleting Attachments
- Setting Attachment Reminder Options
- Managing the Mailbox
- Creating Folders
- Moving Messages
- Deleting Folders
- Managing Junk Email
- Marking Messages as Junk
- Marking A Message as Read/Unread

Lesson 3: Using the People Module

- Creating A New Contact
- Creating A Contact Business Card
- Sending A Contact Card
- Editing or Deleting Contacts
- Organizing Contacts
- Contact Folders
- Moving Contacts
- Printing Contacts

Lesson 4: The Calendar Module

- Changing the Calendar View
- The Date Navigator
- Creating an Appointment
- Creating A Recurring Calendar Item
- Scheduling Events
- Setting Reminders
- Calendar Options
- Adding Calendars
- Deleting Calendars
- Multiple Calendars
- Overlaying Calendars
- Printing Calendars and Items
- Printing A Calendar
- Printing A Calendar Item
- Using Search in Outlook