ZΞPHYΓ

1 day course

Who should attend?
This course is intended for new Microsoft Outlook 2010 users.

Prerequisites
Windows XP, Windows Vista, or Windows 7

Course Objectives
Upon completion of the course, participants will be able to accomplish
the following:
- Explore the Outlook 2010 environment, create customized notes, subscribe to RSS feeds, and learn to use Help
- Communicate with electronic mail quickly and easily
- Manage contact information and track communications
- Address, distribute, file, sort, find, and manage messages efficiently
- Record, prioritize, and track tasks
- Schedule and manage appointments efficiently
- Coordinate and schedule meetings with others
- Select print styles and print Outlook items

Course Content
Understanding the Outlook Environment
Outlook Concepts ; Getting Started ; Working in Outlook ; Creating and Customizing Notes ; Working with RSS Feeds ; Using Outlook Help
Communicating with Email Messages
Creating and Sending Messages ; Replying to, Forwarding, and Deleting Messages
Working with Contacts
Managing Contacts ; Tracking Communications in the Journal
Managing Messages
Creating Contact Groups ; Organizing, Sorting, and Finding Messages
Managing Junk Email
Managing Tasks
Creating, Editing, and Deleting Tasks ; Organizing and Tracking Tasks
Scheduling and Managing Appointments
Scheduling Appointments ; Managing Appointments ; Calendar Options
Scheduling Meetings
Planning, Requesting, and Scheduling Meetings ; Rescheduling and Cancelling Meetings
Printing Outlook Items
Selecting Print Styles and Printing Messages ; Printing Schedules and Contact Lists