

OUTLOOK 2013: LEVEL 1

Available Dates: **Jan 4, Feb 4, Mar 5, Apr 3, May 2, Jun 14**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

Class Outline:

Description:

This ILT Series course covers the basic functions and features of Outlook. After an introduction to Outlook's window components, students will learn how to read and send email messages using several methods. Then they will learn how to manage email messages and attachments, configure message options, and use basic search functions. Students will also learn to manage contacts and contact groups, work with tasks, and create appointments. Finally, they will learn to send and respond to meeting requests.

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Topic B: Outlook Today

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Topic B: Creating and sending messages

Topic C: Working with messages

Topic D: Handling attachments

Topic E: Printing messages and attachments

Unit 3: E-mail management

Topic A: Setting message options

Topic B: Organizing the Inbox folder

Topic C: Managing junk email

Unit 4: Contacts

Topic A: Working with contacts

Topic B: Address books

Topic C: Using contact groups

Unit 5: Tasks

Topic A: Working with tasks

Topic B: Managing tasks

Unit 6: Appointments and events

Topic A: Creating and sending appointments

Topic B: Modifying appointments

Topic C: Working with events

Topic D: Using Calendar Views

Unit 7: Meeting requests and responses

Topic A: Scheduling meetings