COURSE OUTLINE

OUTLOOK 2010

DEFINITION

- A PIM (Personal Information Manager)
- What Would You Use Outlook For?

THE OUTLOOK SCREEN

- Navigation Pane
- Ribbon
- Quick Access Toolbar
- Backstage

CONTACTS

- Adding Contacts
- Contact from same company
- Editing The Contact
- Customizing business cards
- Categories
- Viewing Contacts
- Printing Contacts
- Creating Groups
- Finding a contacts

INBOX

- Reading Pane
- Auto-Preview
- Grouping
- Sorting
- Flagging
- Creating Folders

MAIL MESSAGES

- Sending
 - o Importance
- Options
- Forward
- Reply / Reply to All
- Deleting
- Attachments
- Adding someone to your contact list from mail message
- Marking Unread
- Deleted Items Folder
- Junk E-mail
- Fraud And The Internet
- Modify new mail notification options

SENT ITEMS

Sorting

TASK LIST

- Adding
- Marking Complete
- Sorting
- Due Dates
- Categories
- Reoccurring
 Assigning
- Assigning
- Print Task List

NOTES

- Create
- Change
- View

CALENDAR

- Views
- Adding Appointments
- Editing Appointments
- Adding Events
- Reoccurring Appointments
- Meeting Request

OPTIONS

- Explain Preferences
- Signatures
- Default fonts

EXCHANGE

- Out of Office Assistant
- Viewing Shared Calendars & Contacts
- Archiving

