

**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
  - 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
- 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