



MS Outlook 2010 Essentials



Be more organised, and quickly get up to speed with the new features and interface of Outlook 2010.

Outlook 2010 Essentials Training Course

Outlook 2010 Essentials Training Course Foreword

Outlook is a powerful e-mail application. However, it does much more than that to help you stay organized. With contacts, calendars, and tasks, Outlook can help you manage every aspect of your life.

Who should attend?

Anyone that wants to use Outlook 2010 efficiently and take advantage of the new interface and features.

Course length

1-day

<p>Outlook 2010 Training Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none">• Workshop Objectives	<p>Outlook 2010 Training Course - Lesson 2 Opening and Closing Outlook</p> <ul style="list-style-type: none">• Opening Outlook• Understanding the Interface• Using Backstage View• Setting up an E-mail Account• Viewing Your Inbox• Closing Outlook
<p>Outlook 2010 Training Course - Lesson 3 Working with E-mail</p> <ul style="list-style-type: none">• Sending and Receiving Mail• Viewing an E-mail• Replying To or Forwarding an E-mail• Deleting an E-mail• Ignoring E-mail• Using Quick Steps	<p>Outlook 2010 Training Course - Lesson 4 Creating a New E-mail</p> <ul style="list-style-type: none">• Creating an E-mail• Addressing an E-mail• Creating the Body• Attaching a File• Sending the Message
<p>Outlook 2010 Training Course - Lesson 5 Managing E-mail</p> <ul style="list-style-type: none">• Marking an Item as Read or Unread• Printing a Message• Creating Folders• Moving Messages to Folders• Renaming, Moving, and Deleting Folders	<p>Outlook 2010 Training Course - Lesson 6 Managing Junk Mail</p> <ul style="list-style-type: none">• About the Junk Mail Filter• Enabling Junk Mail Filtering• Enabling the Phishing Filter• Modifying Safe and Blocked Senders Lists• Marking a Message as Junk or Not Junk



Outlook 2010 Training Course - Lesson 7 **Outlook's Organization Tools**

- Creating a Basic Rule
- Creating an Advanced Rule
- Using Categories
- Flagging an Item for Follow-Up
- Viewing Favourite Folders

Outlook 2010 Training Course - Lesson 8 **Searching for Items**

- Understanding Search Folders
- Setting Up and Using Search Folders
- Using Instant Search
- Using Advanced Search
- Using Contact Search

Outlook 2010 Training Course - Lesson 9 **An Introduction to the Calendar**

- Getting Started
- Creating an Appointment
- Changing Your Calendar View
- Editing an Appointment
- Managing Reminders

Outlook 2010 Training Course - Lesson 10 **An Introduction to Tasks**

- Getting Started
- Creating a New Task
- Editing a Task
- Updating Task Status
- Basic Task Views

Outlook 2010 Training Course - Lesson 11 **An Introduction to Contacts**





- Getting Started
- Creating a New Contact
- Editing a Contact
- Organizing Contacts
- Basic Contact Views
Emailing Database Objects

Outlook 2010 Training Course - Lesson 12 **Wrapping Up**

- Words from the Wise

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