



# MS Outlook

Level 1

**YOUR PARTNER IN EXCELLENCE**

## **Outlook basics**

- ❖ Introducing outlook
- ❖ Examining the outlook screen
- ❖ Using the navigation bar & navigation pane
- ❖ Using reading view
- ❖ Changing screen magnification
- ❖ Navigating with the ribbon
- ❖ Showing and hiding the ribbon
- ❖ Using tell me to obtain help
- ❖ Using help

## **Composing & sending e-mail**

- ❖ A look at the mail module
- ❖ Creating an e-mail message
- ❖ Using the autocomplete list
- ❖ Checking spelling
- ❖ Using signatures
- ❖ Saving a message draft
- ❖ Formatting an e-mail message
- ❖ Sending attachments
- ❖ Setting the priority of a message
- ❖ Request a delivery or read receipt

## **Receiving e-mail**

- ❖ Checking for e-mail
- ❖ Reading e-mail
- ❖ Replying to a message
- ❖ Forwarding a message
- ❖ Resend or recall a message
- ❖ Using the reading pane
- ❖ Replying from the reading pane
- ❖ Previewing attachments
- ❖ Saving and opening attachments

## **E-mail management**

- ❖ Marking messages as unread
- ❖ Flagging messages
- ❖ Arranging messages
- ❖ Deleting messages
- ❖ Working with message folders
- ❖ Searching for messages
- ❖ Printing messages
- ❖ Viewing messages by conversation

## **Working with contacts**

- ❖ Adding a new contact
- ❖ Changing contact information
- ❖ Changing contact views
- ❖ Deleting a contact
- ❖ Sending a message to a contact
- ❖ Forwarding a business card
- ❖ Searching for a contact
- ❖ Creating contact folders

## **Working with the calendar**

- ❖ Scheduling an appointment
- ❖ Navigating the calendar
- ❖ Modifying appointments
- ❖ Setting appointment reminders
- ❖ Scheduling a meeting
- ❖ Scheduling an event
- ❖ Scheduling a recurring item

## **Using tasks**

- ❖ Creating tasks
- ❖ Using the to-do bar
- ❖ Editing tasks
- ❖ Marking off a task
- ❖ Changing task views

## **Working with notes**

- ❖ Creating notes
- ❖ Reading & modifying notes
- ❖ Resizing & deleting notes
- ❖ Creating an appointment or task from a note

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