



## Microsoft® Outlook (Level 1)

**Description:** This course includes quick-start information on configuring of an e-mail account, receiving e-mail, managing e-mail messages, and getting help; a complete overview of the ribbon interface; and an introduction to the calendar, contacts, tasks, notes, and journal folders.

### Lesson 1: Getting Started with Outlook

- Identify the Components of the Outlook Interface
- Read an Email Message
- Reply to and Forward an Email Message
- Print an Email Message
- Delete an Email Message

### Lesson 2: Composing Messages

- Create an Email Message
- Format a Message
- Check Spelling and Grammar
- Attach a File
- Enhance an Email Message
- Send an Email Message

### Lesson 3: Organizing Messages

- Manage Email Messages
- Move Email Messages into Folders
- Open and Save an Attachment

### Lesson 4: Managing Contacts

- Add a Contact
- Sort and Find Contacts
- Find the Geographical Location of a Contact
- Update Contacts

### Lesson 5: Scheduling Appointments

- Explore the Outlook Calendar
- Schedule an Appointment
- Edit Appointments

### Lesson 6: Managing Meetings in Outlook

- Schedule a Meeting
- Reply to a Meeting Request
- Track and Update Scheduled Meetings
- Print the Calendar

### Lesson 7: Managing Tasks and Notes

- Create a Task
- Edit and Update a Task
- Create a Note
- Edit a Note