



DEVORE
TECHNOLOGIES



Outlook 2010 Introduction

Course Description: Use Outlook 2010 to manage email and calendar information. Work with contact, tasks and notes to keep track of people and things to do. Search Outlook to find information easily and quickly.

Prerequisites: Experience with the Microsoft Windows operating system, minimizing and maximizing windows, opening, saving and closing files, and creating folders.

Course Length: 6 hours

Get Started with Outlook

- Orientation to Outlook
- Views
- Panes—Reading, To Do
- Navigation pane
- Options—Backstage View
- Quick Access Toolbar (QAT)

Introduction to Mail

- Send messages
- Read messages
- Reply to and forward a message
- Print a message
- Delete a message
- People pane

Message Features

- Format messages
- Check spelling and grammar
- Attach a file
- Quick Steps
- Create a signature line

Organize Messages

- Flag messages
- Work with categories
- Organize content with folders

Manage Tasks and Notes

- Create a task
- Edit and update a task
- Create and edit notes

Work with Contacts

- Create and edit contacts
- Forward a contact
- Send email to contact
- Create a contact from email
- Locate contacts
- Create categories
- Create contact group
- Delete a contact
- Print contacts

Schedule with Calendar

- Different calendar views
- Display task window
- Create appointments
- Edit and delete appointments
- Recurring appointments
- Create events
- Categorize appointments
- Share your calendar
- View other calendars
- Calendar permissions
- Print calendars

Schedule Meetings

- Schedule a meeting
- Reply to meeting request
- Propose new meeting time
- Manage meetings
- Manage meeting replies

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