

**Microsoft Outlook: More Than the Basics**

**Category:**

Computers

**Course Prerequisite:**

None

**Course Length:**

6 hours

**Materials:**

Included (digitally only)

**Cancellation Policy:**

Less than 30 days, 100% non-refundable with ability to reschedule within 60 days

**Minimum Number of Students:**

4

**Maximum Number of Students:**

15

**Delivery:**vILT or cILT
(virtual or classroom)

**Description:**

In this course, students will learn how to expand on the key functionalities in Microsoft Outlook.

**Core Competencies & Benefits:**

* Parts of the screen
	+ The Navigation Pane
	+ The Message List & different views
	+ The Reading Pane & options
	+ The Calendar and Task Panes
* Marking messages as read or unread
* Filtering for unread messages
* Searching mail
* Sorting messages
* Working with folders
* Searching for files, appointments, meetings, notes, contacts and tasks
* Creating a message
	+ Addressing a message
	+ CC, BCC
	+ Checking spelling
	+ Message Options
	+ Read and delivery receipts
	+ Importance
	+ Sensitivity
	+ Delay delivery
	+ Direct replies to someone else
	+ Voting buttons
	+ Saving sent items in a particular folder
* Working with attachments
* Working with categories
* Working with the calendar
	+ Working with calendar views
	+ Navigating within a calendar
	+ Setting calendar options
	+ Creating appointments
	+ Deleting appointments
	+ Entering recurring appointments
	+ Creating and sending a meeting request
	+ Checking to see an invitee's availability
	+ Printing a calendar
* Creating a contact card
* Creating tasks
* Creating notes
* Using and modifying Outlook Today