



Outlook I

Where: Human Resources Computer Room

Core Course Sessions:

- November 13th, 2007 (Trimester 1)
- March 12th, 2008 (Trimester 2)

Additional Course Sessions:

- January 14th, 2008 (Trimester 1)
- May 15th, 2008 (Trimester 2)

Please Note: You may take this course as part of the SOAR TECHNOLOGY certificate program. This course may also be available to non-certificate participants as an independent module.

COURSE GOAL: To introduce users to the operations of Outlook.

LEARNING OBJECTIVES:

Students will be able to:

- Send and receive E-mail
- Attach files to E-mail
- Create, edit, & delete appointments
- Track Tasks
- Create Contacts
- Use Notes and record activities in Journal

KEY TOPICS:

I. Getting Started with Microsoft Outlook

- Starting Microsoft Outlook
- The Microsoft Outlook screen elements
- Navigating Outlook
- Getting Help

II. Managing mail with Inbox

- Sending messages
- Attaching items to e-mail
- Reading messages
- Sorting and printing messages

III. Adding Contacts

- How to add a contact
- Viewing Contacts
- Printing the contacts list

IV. Using the Calendar

- Scheduling appointments
- Editing appointments
- Creating Events
- Printing the Calendar
- Setting up meetings

V. Task, Notes and Journal Entries

- Creating Task
- Sorting and viewing task
- Transferring task and appointments
- Creating Notes
- Journal Entries

VI. Outlook Housekeeping

- Creating subfolders
- Archives
- Customizing Outlook

STUDENT SELF ASSESSMENT:

Yes	No	CAN YOU?
<input type="checkbox"/>	<input type="checkbox"/>	Start and exit Outlook
<input type="checkbox"/>	<input type="checkbox"/>	Compose mail
<input type="checkbox"/>	<input type="checkbox"/>	Reply to messages
<input type="checkbox"/>	<input type="checkbox"/>	Forward messages
<input type="checkbox"/>	<input type="checkbox"/>	Attach files
<input type="checkbox"/>	<input type="checkbox"/>	Schedule appointments
<input type="checkbox"/>	<input type="checkbox"/>	Set up meetings
<input type="checkbox"/>	<input type="checkbox"/>	Create contacts
<input type="checkbox"/>	<input type="checkbox"/>	Print calendars
<input type="checkbox"/>	<input type="checkbox"/>	Print E-Mail messages

If you answered "NO" to three or more of these questions you should attend this class.