

Microsoft Outlook - Introduction

What's new in Outlook 2010

- Using the Outlook 2010 Ribbon

Getting Started

- The program window
- The Help system
- The To-Do Bar

E-mail

- E-mail accounts
- E-mail messages
- Handling messages
- Previewing, Opening and Saving attachments
- Printing messages
- Address Books

E-mail and Contact Management

- E-mail management
- Contact management
- The master category list

Tasks

- Working with tasks
- Managing tasks

Appointments and Events

- Working with appointments
- Modifying appointments
- Working with events
- Time Zones
- Calendar Snapshots

Meeting Requests and Responses

- Working with meeting requests
- Managing meeting requests
- Handling meeting responses

Customizing Outlook

- Personal folders
- Signatures
- Voting buttons
- Interacting with the internet

** Course content can be modified to suit your organisation*



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