

Email Basics with Outlook

Outlook 2007 Level 1



Fundamentals

- Identifying the Screen Elements
- Using the Ribbon Bar and the Office Button
- Using and Customizing the Office Button and Quick Access Toolbar

Using Emails

- Understanding the E-mail Columns and Messages
- Composing and Sending Messages
- Saving Unfinished Emails
- Replying and Forwarding Messages
- Using Instant Search
- Attaching and Embedding Files/Pictures
- Opening and Saving Attachments
- Creating and Using Stationery and a Signature
- Dealing with Spam (Junk Mail)
- Adding names to Blocked and Safe Sender Lists

Using the Contacts List & Address Book

- What's the Difference Between the Contact List and Address Book?
- Adding, Editing and Deleting Addresses
- Creating, Editing and Deleting Distributions Lists (Groups)
- Printing the Contact List
- Creating a New Contact from an Email

Using the Calendar

- Scheduling an Appointment
- Viewing and Printing the Calendar
- Editing/Rescheduling Appointments
- Creating Recurring Appointments
- Scheduling an Event
- Setting Reminders and Color Categories