

Course Length----- 1 Day
Course Format ----- Instructor –Led
Course Hours -----9:00 a.m. – 5:00 p.m.



Microsoft® Office Outlook® 2010 *Transition from Outlook 2003*

Course Description

Course Objective: You will identify and use the new and enhanced features of Microsoft® Outlook® 2010.

Target Student: The course is for experienced Outlook users familiar with the 2003 version of the application, and who need to learn about the new features that Outlook 2010 has to offer.

Prerequisites: To ensure your success, we recommend that you first take the Microsoft® Office Outlook® 2003: Level 1 course or have equivalent knowledge.

Course Objectives

Upon successful completion of this course, students will be able to:

- ◆ Identify the components of the Outlook 2010 interface.
- ◆ Work with email messages.
- ◆ Manage calendars.
- ◆ Manage email messages.

Course Content

Lesson 1: Identifying the Components of the Outlook 2010 Interface

- ☑ Identify the Components of the Outlook Window
- ☑ Identify the Tabs and Groups on the Ribbon
- ☑ Customize the Outlook Interface

Lesson 2: Working with Email Messages

- ☑ Format an Email Message
- ☑ Insert Graphical Objects in an Email Message
- ☑ Manage Email Messages
- ☑ Share Contact Information Using Business Cards

Lesson 3: Managing Calendars in Outlook

- ☑ Create Tasks Using Outlook Calendar
- ☑ Customize the Calendar View
- ☑ Schedule a Meeting
- ☑ Share Calendar Information

Lesson 4: Managing Email Messages in Outlook

- ☑ Manage Junk Email Messages
- ☑ Search for Information in Outlook
- ☑ Clean Up Conversations and Folders
- ☑ Set Access Permissions
- ☑ Add RSS Feeds in Outlook 2010

Appendix A: New Features in Microsoft® Outlook® 2010

Appendix B: Out of Office Notifications in Outlook

Appendix C: Outlook and Other Office Applications and Services