
Microsoft Outlook 2010 Step by Step

Duration: 3 Days **Course Code: APP106**

Overview:

This course is 1 day, led by instructor is explaining the features and Tools And how to manage Message of Microsoft Office Outlook 2010.

Target Audience:

Basic computer knowledge, such as keyboard and mouse skills. Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows 7

Objectives:

- After completing this course,
- students will be able to Connect to e-mail accounts.
- Work in the Outlook program window.
- Work in the Mail module.
- Work in the Calendar module.
- Work in the Contacts module.
- Work in the Tasks module.
- Create and send messages.
- Attach files to messages.
- View messages and message attachments.
- Respond to messages Save and update contact information.
- Communicate with contacts.
- Print contact records.
- Schedule and change appointments.
- Schedule and change events.
- Schedule meetings.
- Display different views of a calendar.
- Create tasks.
- Update tasks.
- Manage task assignments.
- Display different views of tasks.
- Work with Conversation view.
- Arrange messages in different ways.
- categories.
- Organize messages in folders.
- Print messages.
- Delete messages.
- Define your available time.
- Work with multiple calendars.
- Share calendar information.
- Print a calendar Create additional address books.
- Create contact groups.
- Personalize the appearance of message text.
- Create and format business graphics.
- Change message settings and delivery options Work with new mail notifications.
- Create rules to process messages.
- Block unwanted messages. Secure your e-mail.
- Work with Outlook items while offline.
- Manage download options for slow connections.
- Automatically reply to messages.
- Work with SharePoint site content.
- Personalize the Outlook program window.
- Create and manage Quick Steps.
- Customize the ribbon.
- Customize the Quick Access Toolbar.
- Personalize your Office and Outlook settings

Content:

1 Get Started with Outlook 2010 Connect to e-mail accounts.

- Troubleshoot connection problems

2 Explore the Outlook Windows Work in the Outlook program window.

- Work with the ribbon and the Backstage view.
- Work in the Mail module.
- Work in the Calendar module.
- Work in the Contacts module.
- Work in the Tasks module.

3 Send and Receive E-Mail Messages Create and send messages.

- Attach files to messages.
- View messages and message attachments.
- Configure Reading Pane behavior.
- View message participant information.
- Respond to messages

4 Store and Access Contact Information Save and update contact information.

- Communicate with contacts.
- Display different views of contact records.
- Print contact records.

5 Manage SScchheedduullinngg Schedule and change appointments.

- Schedule and change events.
- Schedule meetings.
- Respond to meeting requests.
- Display different views of a calendar.

6 Track Tasks Create tasks.

- Update tasks.
- Remove tasks and items from task lists.
- Manage task assignments.
- Display different views of tasks.

7 Orggaanniizee Your Inbox Work with Conversation view.

- Arrange messages in different ways.
- Organize Outlook items by using color categories.
- Organize messages in folders.
- Manage messages by using Quick Steps.
- Quickly locate messages. Print messages.
- Delete messages.

8 Manage Your Calendar Define your available time.

- Configure time zones.
- Work with multiple calendars.
- Share calendar information.
- Print a calendar

9 Work with Your Contact List Create additional address books.

- Import and export contact records.
- Create contact groups.
- Quickly locate contact information.
- Personalize electronic business cards.

10 Enhance Message Content Personalize the appearance of message text.

- Embed and modify images.
- Create and format business graphics.
- Change message settings and delivery options

11 Manage E-Mail Settings Work with new mail notifications.

- Create rules to process messages.
- Block unwanted messages.
- Secure your e-mail.

12 Work Remotelly

- Work with Outlook items while offline.
- Manage download options for slow connections.
- Automatically reply to messages.
- Work with SharePoint site content.

13. Customize Outlookk Personalize the Outlook program window.

- Create and manage Quick Steps.
- Customize the ribbon.
- Customize the Quick Access Toolbar.
- Personalize your Office and Outlook setting

Further Information:

For More information, or to book your course, please call us on 00 971 4 446 4987

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