### Outlook 2010
#### 8 week course outline

<table>
<thead>
<tr>
<th>Session</th>
<th>Content</th>
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</table>
| **1**   | **Introduction to Outlook**  
* Outlook components – Calendar, Contacts, Tasks, Journal, Notes, Inbox  
* Navigating within Outlook  
* The To-Do Bar |
| **2**   | **Contacts**  
* Entering contact information such as name, address, company, phone, fax, email address and web address  
* Adding several contacts for the same company  
* Categorising contacts  
* Printing contact lists  
* Grouping contacts in folders |
| **3**   | **Inbox**  
* Specifying email settings  
* Using the inbox to read, reply, send and delete email messages  
* Using the address book to address mail  
* Setting message options  
* Changing inbox views |
| **4**   | **Advanced Email**  
* Attachments  
* Distributions lists  
* Flagging messages for follow up  
* Sorting and moving messages  
* Finding and organising messages  
* Creating Signatures  
* Adding importance |
| **5**   | **Calendar**  
* Changing calendar views  
* Using the date navigator  
* Marking holidays  
* Scheduling events, appointments and recurring appointments  
* Moving appointments  
* Printing the calendar  
* Saving a calendar as a web page |
| **6**   | **Meetings**  
* Scheduling meetings  
* Inviting attendees  
* Re-scheduling a meeting  
* Using Meeting Workspaces  
* Using Outlook with Word  
* Mail merge with Outlook |
| **7**   | **Tasks**  
* Adding single and repetitive tasks  
* Reordering tasks  
* Indicating the percentage completion of a task  
* Sending task summaries to others via email  
* Sending task requests to others |
| **8**   | **Journal**  
* Using the journal to record discussions with clients, customers, staff and other contacts  
* Using the timeline to determine when activities occurred  
* Searching and working with views  
* Using Instant Search  
* Arranging messages within a view  
* Assigning colour categories  
* Finding messages with Categories |

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