## Outlook 2010
### Introduction
#### 1 Day 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  
  **Contacts**  
  - Entering contact information such as name, address, company, phone, fax, email address and web address  
  - Adding several contacts for the same company  
  - Printing contact lists  
  - Distribution lists  |
| **2**   | **Inbox**  
  - Using the inbox to read, respond to and manage email messages  
  - Finding all the messages from a single person or about a particular subject  
  - Filtering email  
  - Marking messages with follow up actions  
  - Addressing email by using the address book  |
| **3**   | **Calendar**  
  - Changing calendar views  
  - Using the date navigator  
  - Marking holidays  
  - Scheduling events, appointments and recurring appointments  
  - Moving appointments  
  - Printing the calendar  |
| **4**   | **Tasks**  
  - Adding single and repetitive tasks  
  - Prioritising tasks  
  - Indicating the percentage completion of a task  
  - Sending task requests to others  
  - Printing a task list  |

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