**Microsoft Outlook Syllabus**

**Introduction**

About this Course

What outlook does?

New in outlook 2010

**E-mail** **basics**

Setting up the E-mail workspace

Setting up an E-mail Account

Composing a new E-mail Account

Formatting an E-mail messages

Saving Drafts

Sending an E-mail

Printing messages

**Replying and Forwarding E-mail**

Retrieving your E-mail

Replying to messages

Forwarding Messages

Automating Send and Receive

Flagging Messages

Customizing categories

Creating a quick click category

**Beyond the Basics**

Attaching files to messages

Attaching a business card

Attaching and outlook item

Using spell check

Setting up Automatic spell check

Creating an E-mail signature

Using E-mail stationary

Formatting Message layout

Creating an out=of- the –office message

Delaying messages and directing Replies

Message controls/voting/ Tracking

Automatic Receipt Handling

**Organizing your mail**

Sorting and searching for Messages

Adding and rearranging columns

Creating folders to organize mail

Working with default quick steps

Creating your own quick steps

Managing Junk mail

Archiving your E-mail

Cleaning up your E-mail

**Setting Up the calendar**

Creating and using multiple calendars

Choosing your time zone

Establishing your work week and hours

Working with calendar view

Choosing a time scale

Applying colors and fonts

Controlling Reminders and free/busy setting

Adding Holidays

**Creating Appointments and Meetings**

Adding a new Appointment

Categorizing calendar items

Creating a recurring event

Scheduling meetings and inviting Attendees

Handling Meeting Replies

Archiving your calendar items

**Using Your Calendar**

Printing your calendar

Working in schedule view

E-mailing your calendar

Publishing an online calendar

**Tracking your tasks**

Working with the tasks and to-do-list views

Creating a new task

Editing Tasks

Printing Tasks and To-do-lists

Using the journal and Notes features

**Contacts**

Creating new contacts

Customizing your contacts view

Editing and deleting contacts

Assigning Tasks to contacts

Setting up contact groups

Setting up contact Groups

Sharing contacts

Sharing contacts

Printing your contacts database

Using your database for a mail merge

Controlling contacts order

Linking contacts to mail and calendar items

Importing contacts

**Advanced outlook Topics**

Creating Distribution lists

Establishing calendar groups

Customizing toolbars and menus

Set up E-mail Alerts and Notifications

Creating an outlook profile

Exporting your outlook files

Backing up your outlook files