# Microsoft Outlook Curriculum

- Working with E-mail
  - Starting Outlook for the First Time
  - Reading Messages and Opening Attachments
  - Responding to Messages
  - Creating New Messages
  - Using an Address Book
  - Attaching Files to Messages
  - Adding Signatures to Messages
  - Sending and Receiving Messages
  - Printing Messages
- Managing E-mail Messages
  - Customizing How You View Messages
  - Organizing Messages in Folders
  - Managing Messages with Color
  - Finding Messages
  - Storing and Archiving Messages
- Customizing and Organizing E-mail Messages
  - Formatting Messages
  - Changing Message Settings and Delivery Options
  - Filtering Messages
  - Using Personal Folders and Address Books
- Managing Your Calendar
  - Scheduling Appointments and Events
  - Managing and Organizing Appointments
  - Changing the Way the Calendar Looks
  - Printing Your Calendar
- Scheduling and Managing Meetings
  - Scheduling Meetings
  - Responding To Meeting Requests
  - Updating and Canceling Meeting Requests
  - Scheduling Online Meetings Using NetMeeting
  - Viewing the Calendar of Another User
- Creating and Organizing a List of Contacts
  - Creating and Editing contact Information
  - Managing and Organizing Contact Information
  - Tracking Dealings with Contacts
  - Sending and Receiving Contact Information via E-mail
  - Printing Contacts

## Day Two – Outlook Intermediate

- Creating and Organizing Tasks
  - Creating and Updating Tasks
  - Organizing Tasks
  - Managing Your Tasks
  - Assigning Tasks to Others
- Creating and Organizing Notes
  - Creating and Modifying Notes
  - Organizing and Managing Notes
- Using the Journal
  - Recording Journal Entries
  - Organizing and Modifying Journal Entries
- Using Outlook with Other Programs
  - Importing Information into Outlook
  - Using Outlook Data in Other Programs
  - Creating and Using Forms
  - Distributing Forms for Others to Use
  - Sending Form Letters to Contacts
- Sharing Information and Working Offline
  - Sharing Folders with Others
  - Sharing Calendar Information over the Internet
  - Configuring Offline Folders
  - Synchronizing Folders
- Sending Newsgroup and Instant Messages
  - Sending and Receiving Newsgroup Messages
  - Creating and Sending Instant Message
- Configuring and Customized Outlook
  - Setting Up a Dial-up Connection
  - Setting Up Secure E-mail
  - Specifying Advance E-mail Options
  - Customizing Outlook
  - Customizing Menus and Toolbars