Course Title: Microsoft Outlook I

Course Description: Outlook handles e-mail, contact information, scheduling, tasks lists, notes and works well with Access data. Become better organized with this handy application used widely in this hands-on course.

Course Objectives: Learn Outlook features to handle e-mail, contact information, scheduling, tasks lists, and notes. Working with Access data.

Textbook(s): FastCourse Microsoft Outlook 2010

Next Class Possibilities: Microsoft Outlook II

Lesson Plan – by week or session
Session 1: Getting Started
- Introducing Outlook 2010
- Starting Outlook
- Navigating the Outlook Screen
- Getting Help

Session 2: Working with email
- Getting Started with Outlook Email
- Sending Messages
- Handling Incoming Messages
- Organizing Your Messages

Session 3: Working with Contact Information
- Managing Contact Information
- Working with Contacts
- Working with Contact Groups

Session 4: Using the Calendar
- Working with Appointments
- Recurring Appointments
- Exploring the Calendar
- Sharing Calendars
- Printing Calendars

Session 5: Using Notes, Tasks and the Journal
- Working with Notes
- Working with Tasks
- Using the Journal