Course Title: Microsoft Outlook I

Course Description:
Outlook handles e-mail, contact information, scheduling, tasks lists and notes. 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.

Textbook(s):
FastCourse Microsoft Outlook 2013
Publisher: Labyrinth Learning; ISBN: 1-59136-512-0

Next Class Possibilities:
Word I, Excel I, Access I, PowerPoint I

Lesson Plan – by week or session
Session 1: Getting Started
- Introducing Outlook 2013
- What’s New in Outlook 2013?
- Accessing Help

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

Session 3: Working with People
- Managing People in Outlook
- Working with Contacts
- Working with Contact Groups
- Staying Connected with People

Session 4: Using the Calendar
- Exploring the Calendar
- Working with Appointments and Meetings
- Sharing and Publishing Calendars
- Printing Calendars

Session 5: Exploring Notes, Tasks and Integration
- Working with Notes
- Working with Tasks
- Working with the Folder List and Categories
- Integrating with Word and Mobile Devices