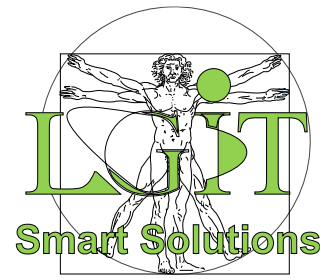


Microsoft Outlook 2019 Introduction



Course Overview

Email is one of the most widely used methods of personal and business communication. Microsoft Outlook is a mail management system that is utilized to accomplish basic workplace and personal tasks. Topics in this course include creating and sending email; adding signatures to email messages; managing contacts and using contact groups; scheduling appointments and meetings; using the calendar; and customizing Outlook.

Audience Profile

You will benefit most from this course if you want to accomplish basic workplace or personal tasks in Outlook 2019.

Duration: 6 Hours (2x 3hrs)

Course Content

The Outlook 2019 Interface

- Overview of the Outlook Interface
- The Ribbon
- Tabs, Groups, and Commands on the Ribbon
- The Backstage View (File Menu)

Viewing Outlook Items

- Previewing messages
- Opening Outlook items
- Changing list views
- Using Instant Search

Performing Popular Tasks in Outlook 2019

- Setting Up an Email Account
- Open Email Messages
- Reply to and Forward Email Messages
- Preview and Save an Attachment
- Print a Message
- Delete a Message
- Save a Message in an Alternate Format
- Delegate Access
- Customize the Navigation Pane

Working with Messages

- Compose a Message
- Add an Attachment
- Add Voting Options
- Check Spelling and Grammar
- Format Text
- Use Microsoft Word to Edit Messages
- Insert a Hyperlink or Image in a Message
- Send a Message

Working with the Calendar

- Change Your Calendar View
- Set Up Availability Status
- Print Your Schedule
- Share your Calendar
- Schedule a Meeting
- Make Updates to Meetings
- Cancel a Meeting
- Reply to a Meeting Invitation
- Create Calendar Groups
- Delete a Calendar
- Work with Calendar Items
- Create and Add Calendars

Organizing Contacts

- Add, Delete, Import and Print a Contact
- Update a Contact
- Locate a Contact
- Sort Contacts
- Work with Contact Groups
- Manage Multiple Address Books
- Perform a Mail Merge