SF Tech
Training

WE BRING THE CLASS TO YOU

MS Outlook Topic List

Don't see a topic listed? Just ask!

Module 1: Basics of Outlook

This module will help you to navigate outlook and talk about how we can format our messages with attachments and also track them.

Learning Outcomes:

- *Be more efficient when manage mailbox*
- *Can modify settings within Outlook*
- *Can attach files in an email*
- *Be able to track, recall, and resend messages*

Lesson 1: Getting Started with Outlook

- Navigate the Outlook Interface
- Work with Messages
- Access Outlook Help

Lesson 2: Formatting Messages

- Add Message Recipients
- Check Spelling and Grammar
- Format Message Content

Lesson 3: Working with Attachments and Illustrations

- Attach Files and Items
- Add Illustrations to Messages
- Manage Automatic Message Content

Lesson 4: Customizing Message Options

- Customize Reading Options
- Track Messages
- Recall and Resend Messages
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Module 2: Managing Outlook

This module introduces the tools that help organize your messages, manage your contacts, and schedule meetings/appointments on your calendar.

Learning Outcomes:

- *Can create folders, categories, and mark messages*
- *Can add and edit contacts*
- *Ability to schedule appointments, events, or meetings*
- *Be able to save notes and create tasks associated with an email*

Lesson 5: Organizing Messages

- Mark Messages
- Organize Messages Using Folders

Lesson 6: Managing Your Contacts

- Create and Edit Contacts

- View and Print Contacts

Lesson 7: Working with the Calendar

- View the Calendar
- Create Appointments
- Schedule Meetings
- Print the Calendar

Lesson 8: Working with Tasks and Notes

- Create Tasks
- Create Notes

Module 3: Automating Outlook

This module will cover more advanced settings within Outlook. We will also talk about the search functionality and automating repetitive tasks.

Learning Outcomes:

- *Be able to group, sort, filter, and search for messages*
- *Can modify settings within Outlook*
- *Ability to create automated replies*
- *Can create rules to simplify repetitive tasks*

Lesson 1: Modifying Messages and Setting Global Options

- Insert Advanced Characters and Objects
- Modify Message Settings and Options

- Configure Global Outlook Options
- Customize the Outlook Interface

Lesson 2: Organizing, Searching, and Managing Messages

- Group and Sort Messages
- Filter and Manage Messages
- Search Outlook Items

Lesson 3: Managing Your Mailbox

- Use the Junk E-Mail Filter to Manage Messages
- Manage Your Mailbox

Lesson 4: Automating Message Management

- Use Automatic Replies
- Use the Rules Wizard to Organize Messages
- Create and Use Quick Steps

Module 4: Advanced Outlook Settings

This module dives deep into the tools that help organize your messages, manage your contacts, assign tasks, and schedule meetings/appointments on your calendar. It will also show you how to share and delegate your mailbox to co-workers.

Learning Outcomes:

- *Can work with multiple calendars*

- *Can import and export contacts*
- *Ability to share and delegate access to other users*
- *Be able to create and assign tasks*
- *Can back up outlook items*

Lesson 5: Working with Calendar Settings

- Set Advanced Calendar Options
- Create and Manage Additional Calendars
- Manage Meeting Responses

Lesson 6: Managing Contacts

- Import and Export Contacts
- Use Electronic Business Cards
- Forward Contacts

Lesson 7: Managing Activities by Using Tasks

- Assign and Manage Tasks

Lesson 8: Sharing Workspaces with Others

- Delegate Access to Outlook Folders
- Share Your Calendar
- Share Your Contacts

Lesson 9: Managing Outlook Data Files

- Use Archiving to Manage Mailbox Size
- Back Up Outlook Items
- Change Data File Settings