

SOFTWARE TRAINING CENTER

Outlook 2010 - Transition from Outlook 2003 First Look

Duration: 1/2 Day

Course Overview:

You will identify and use the new and enhanced features of Outlook 2010. Due to the nature of this course and the minimal prerequisites, this course covers the commonly used new features, and not the more advanced new features of the application.

Who Should Attend: This course is designed for experienced Outlook users who have used earlier versions of Microsoft Office Outlook, ideally Outlook 2003, and who are planning to upgrade to Outlook 2010.

Prerequisites: Students must have prior knowledge of Outlook 2003 or Outlook XP on the Windows operating system.

Course Outline:

Identifying the Components of Outlook 2010

- Identify the New Interface Features
- Identify the Ribbon Components
- Use Tabs and Groups on the Ribbon
- Customize the Outlook Interface

Working with Email Messages

- Format an Email Message
- Insert Graphical Objects in an Email Message
- Manage Email Messages
- Share Contact Information Using Business Cards

Managing Calendars in Outlook

- Create Tasks Using Outlook Calendar
- Customize the Calendar View
- Schedule a Meeting
- Share Calendar Information

Managing Email Messages in Outlook

- Manage Junk Email Messages
- Search for Information in Outlook
- Clean Up Conversations and Folders
- Set Access Permissions
- Add RSS Feeds in Outlook 2010

Appendix A: New Features in Outlook 2010

Appendix B: Out of Office Notifications in Outlook

Appendix C: Outlook and Other Office Applications and Services