

**Microsoft Outlook: More Than the Basics**

**Category:**

Computers

**Course Prerequisite:**

None

**Course Length:**

6 hours

**Materials:**

Included (digitally only)

**Cancellation Policy:**

Less than 30 days, 100% non-refundable with ability to reschedule within 60 days

**Minimum Number of Students:**

4

**Maximum Number of Students:**

15

**Delivery:**vILT or cILT  
(virtual or classroom)

**Description:**

In this course, students will learn how to expand on the key functionalities in Microsoft Outlook.

**Core Competencies & Benefits:**

* Parts of the screen
  + The Navigation Pane
  + The Message List & different views
  + The Reading Pane & options
  + The Calendar and Task Panes
* Marking messages as read or unread
* Filtering for unread messages
* Searching mail
* Sorting messages
* Working with folders
* Searching for files, appointments, meetings, notes, contacts and tasks
* Creating a message
  + Addressing a message
  + CC, BCC
  + Checking spelling
  + Message Options
  + Read and delivery receipts
  + Importance
  + Sensitivity
  + Delay delivery
  + Direct replies to someone else
  + Voting buttons
  + Saving sent items in a particular folder
* Working with attachments
* Working with categories
* Working with the calendar
  + Working with calendar views
  + Navigating within a calendar
  + Setting calendar options
  + Creating appointments
  + Deleting appointments
  + Entering recurring appointments
  + Creating and sending a meeting request
  + Checking to see an invitee's availability
  + Printing a calendar
* Creating a contact card
* Creating tasks
* Creating notes
* Using and modifying Outlook Today