



## **Microsoft Outlook Basic Course Outline**

### **Getting Started with Outlook**

Identify the Components of the Outlook Interface  
Read an Email Message  
Reply to and Forward an Email Message  
Print an Email Message  
Delete an Email Message

### **Composing Messages**

Create an Email Message  
Format a Message  
Check Spelling and Grammar  
Attach a File  
Enhance an Email Message  
Send an Email Message

### **Organizing Messages**

Manage Email Messages  
Move Email Messages into Folders  
Open and Save an Attachment

### **Managing Contacts**

Add a Contact  
Sort and Find Contacts  
Find the Geographical Location of a Contact  
Update Contacts

### **Scheduling Appointments**

Explore the Outlook Calendar  
Schedule an Appointment  
Edit Appointments

### **Managing Meetings in Outlook**

Schedule a Meeting  
Reply to a Meeting Request  
Track and Update Scheduled Meetings  
Print the Calendar

### **Managing Tasks and Notes**

Create a Task  
Edit and Update a Task  
Create a Note  
Edit a Note