

**Course:****Outlook 2010: Basic, First Look Edition**

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**Course Number:** 1-4260-1986-6**Category:** Business & Office Applications**Duration:** 1.00 day**Description**

This ILT Series course covers the basic functions and features of Outlook 2010. After an introduction to Outlook's window components and the Help system, students will read and send e-mail messages using several techniques. Then they will learn how to manage e-mail messages and attachments, configure message options, and use search folders. Students will also learn to manage contacts and use the People Pane, work with tasks, and create appointments. Finally, they will learn to send and respond to meeting requests.

**Outline**

- Unit 1: Getting started
  - Topic A: The program window
  - Topic B: Outlook Today
  - Topic C: Getting help
  
- Unit 2: E-mail
  - Topic A: Reading e-mail messages
  - Topic B: Creating and sending e-mail messages
  - Topic C: Working with messages
  - Topic D: Attachments
  
- Unit 3: E-mail management
  - Topic A: Message options
  - Topic B: Junk e-mail
  - Topic C: Search folders
  - Topic D: Printing messages
  
- Unit 4: Contact management
  - Topic A: Working with contacts
  - Topic B: Contact groups
  - Topic C: The People Pane
  
- Unit 5: Tasks
  - Topic A: Working with tasks
  - Topic B: Managing tasks

- Unit 6: Appointments and events
  - Topic A: Creating and sending appointments
  - Topic B: Modifying appointments
  - Topic C: Events
  - Topic D: Calendar views
  
- Unit 7: Meeting requests and responses
  - Topic A: Meetings
  - Topic B: Managing meetings

Please note that this content is meant to be a guideline.

Class material is subject to change and may be presented in a slightly different format than listed.