



# Outlook 2010

Conejo Valley Adult Education  
Computer Training Center

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- **Getting Started with Outlook.** Starting Outlook, Exploring Outlook's Interface, and Exiting Outlook.
- **Exploring the Outlook Interface.** Sending a Simple Message, Reading Messages, Replying To and Forwarding a Message, Printing a Message, Deleting a Message.
- **Composing Emails.** Addressing a Message, Formatting a Message, Checking Spelling and Grammar, Attaching a File, Recalling an Email, Auto Reply with an Exchange Server, Saving and Organizing Emails.
- **Organizing Messages.** Opening and Saving an Attachment, Flagging a Message, Organizing Contents with Folders.
- **Managing Contacts.** Adding a Contact, Sorting and Finding Contacts, Finding a Geographic Location of a Contact, Managing Contacts, Backing up, Import and Export Contact Database Files, Discuss Using the Cloud.
- **Scheduling Appointments.** Exploring the Outlook Calendar, Scheduling an Appointment, Assigning Categories and Editing Appointments.
- **Scheduling Meetings.** Scheduling a Meeting, Replying to a Meeting Request, Proposing a New Meeting Time, Managing Meetings, Printing a Calendar.
- **Managing Tasks and Notes.** Creating a Task, Editing and Updating a Task, Creating a Note, Editing a Note, Displaying a Note on the Desktop.