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# Outlook

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**Prerequisite:**

Recent experience using Outlook or Word or our Word Basics class

**Instructor**  
\_\_\_\_\_**School Phone**

805-497-2761

**Class Dates**  
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\_\_\_\_\_  
\_\_\_\_\_**Room Location**

Room \_\_\_\_\_

**Overview:**

Organize with Outlook! Integrate your email, calendar, and contacts. Cut through inbox clutter, schedule meetings, time, people, and rooms, manage and share multiple calendars, groups of people, and make certain your most important communications get your attention!

**Class Resources and Recommended Books:**

Textbook and online materials included.

**Bring These Items To Class Daily:**

- Pen or Pencil, note pad, flash drive

**Instructional Procedure:**

The Instructor will lecture while demonstrating various Outlook techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

## Class Topics

Getting Started with Outlook Email

Sending Messages

Handling Incoming Messages

Organizing Your Messages

Managing People in Outlook

Working with Contacts

Working with Contact Groups

Staying Connected with People

Exploring the Calendar

Working with Appointments and Meetings

Sharing Calendars

Printing Calendars

Working with Notes

Working with Tasks

Working with the Folder List and Categories