

1 Days

## 50535A: Learn Microsoft Outlook 2010 Step by Step, Level 1

The Microsoft Outlook 2010 Level 1 training is a one-day course that introduces students to the various features and functions of Microsoft Outlook 2010.

Completion of the course equips the participants with the following skill set:

- Connecting to e-mail accounts.
- Troubleshooting connection problems.
- Working in the Outlook program window.
- Working with the ribbon and the Backstage view.
- Working in the Mail module, Calendar module, Contacts module & Tasks module.
- Creating and sending messages.
- Attaching files to messages.
- Viewing messages and message attachments.
- Responding to messages.
- Saving and updating contact information.
- Viewing message participant information.
- Configuring Reading Pane behavior.
- Communicating with contacts.
- Displaying different views of contact records.
- Printing contact records.
- Creating & Updating tasks.
- Displaying different views of tasks.
- Scheduling and changing appointments, events & meetings.
- Responding to meeting requests.
- Displaying different views of a calendar.
- Removing tasks and items from task lists.
- Managing task assignments.

## Course Details

---

# Course Outline

## **Module 1: Get Started with Outlook 2010**

- Connect to E-Mail Accounts
- Troubleshoot Connection Problems

### **Lab: Connecting to E-Mail Accounts**

## **Module 2: Explore the Outlook Windows**

- Work in the Outlook Program Window
- Work with the Ribbon and the Backstage View
- Work in the Mail Module
- Work in the Calendar Module
- Work in the Contacts Module
- Work in the Tasks Module

### **Lab: Working in the Mail Module**

### **Lab: Working in the Calendar Module**

### **Lab: Working in the Contacts Module**

### **Lab: Working in the Tasks Module**

## **Module 3: Send and Receive E-Mail Messages**

- Create and Send Messages
- Attach Files to Messages
- View Messages and Message Attachments
- Configure Reading Pane Behaviour
- View Message Participant Information
- Respond to Messages

### **Lab: Creating and Sending Messages**

### **Lab: Attaching Files to Messages**

### **Lab: Viewing Messages and Message Attachments**

### **Lab: Responding to Messages**

## **Module 4: Store and Access Contact Information**

- Save and Update Contact Information
- Communicate with Contacts
- Display Different Views of Contact Records
- Print Contact Records

### **Lab: Saving and Updating Contact Information**

### **Lab: Displaying Different Views of Contact Records**

### **Lab: Printing Contact Records**

## **Module 5: Managing Scheduling**

- Schedule and Change Appointments
- Schedule and Change Events
- Schedule Meetings
- Respond to Meeting Requests
- Display Different Views of a Calendar

**Lab: Scheduling and Changing Appointments**

**Lab: Scheduling and Changing Events**

**Lab: Scheduling Meetings**

**Lab: Displaying Different Views of a Calendar**

## **Module 6: Track Tasks**

- Create Tasks
- Update Tasks
- Remove Tasks and Items from Task Lists
- Manage Task Assignments
- Display Different Views of Tasks

**Lab: Creating Tasks**

**Lab: Updating Tasks**

**Lab: Managing Task Assignments**

**Lab: Displaying Different Views of Tasks**

## Who Should Attend

This course is beneficial for information workers who want to learn beginner level Outlook 2010 skills.

## Pre Requisite

Before attending this course, candidates must have:

- Basic Computer knowledge.
- Basic file-management skills.
- The candidate should have knowledge to navigate to folders and files on a computer running Windows 7.

464, Udyog Vihar Phase  
V, Gurgaon (Delhi  
NCR)-122016, India

+91 8882 233 777

[training@mercury.co.in](mailto:training@mercury.co.in)

[www.mercurysolutions.co](http://www.mercurysolutions.co)

Date - Mar 29, 2024