





















## **Microsoft® Outlook 2010 Webinar Class Outlines**








### *Class #1 -Customizing & Personalizing Your Outlook Environment*

-  Outlook options
-  Toolbar - Menu bar
-  Quick access toolbar
-  To-Do Bar
-  Outlook Today
-  Notify others that you will be out of the office
-  Customizing ribbon
-  Apply stationery and themes
-  Create & modify signatures
-  Creating categories

### *Class #2- Email & Organizing Messages*











-  Open and save an attachment
-  Print an attachment
-  Flag a message
-  Folder structure - CAPPs
-  Insert a hyperlink
-  Saving and archiving email
-  Save messages in alternate formats F12
-  Creating and using rules

### *Class #3 - Managing Contacts*











-  Working with contacts
-  Create a distribution list
-  Forward contacts – vcards
-  Export contacts
-  Follow up process for prospects and clients
-  Client notes
-  Assigning categories to contacts










## [Class #4 Calendar](#)

-  *Scheduling Appointments*
-  *Assign categories and edit appointments*
-  *Setting calendar options*
-  *Set work days and times*
-  *Display an additional time zone*
-  *Schedule a meeting*
-  *Reply to a meeting request*
-  *Propose a new meeting time*
-  *Create appointment from an email*
-  *Print the calendar*

## [Class #5 - Managing Tasks](#)

-  *Create a task – use verbs*
-  *Using note area*
-  *Edit and update a task*
-  *Create a task from email*
-  *Assign a task*
-  *Reply to a task request*
-  *Send a task update*
-  *Track assigned tasks*
-  *Task templates*
-  *Customizing task views*

## [Class #6 – Using Email Effectively](#)

-  *The Daily Processing with Outlook*
-  *Using Notes, Edit Notes*
-  *Time Management with email*
-  *Email tips and techniques*
-  *Shortcuts*
-  *5 Decisions*
-  *Searching in Outlook*