OUTLOOK INTRODUCTION

Getting Started

Understanding Outlook
Starting Outlook
Common Outlook Screen Elements
Going To Outlook Features
Navigating To Outlook Features
The Mail Screen
The Calendar Screen
The Contacts Screen
The Tasks Screen
The Notes Screen
Exiting Outlook

Sending Email

Understanding Email
Email In Outlook
How Outlook Mail Works
Composing An Email Message
Creating A New Message
Checking The Spelling
Adding An Attachment To A Message
Adding Importance
Requesting Message Receipts
Sending The Message
Creating An AutoSignature
Using An AutoSignature
Removing An AutoSignature
Sending A Courtesy Copy
Sending A Blind Copy

Receiving Email

Understanding The InBox
Retrieving Email
Opening An Outlook Data File
Adjusting The Message View
Reading Messages
Marking Messages As Unread
Viewing Unread Messages
Deleting Messages
Recovering Deleted Messages
Understanding Message Attachments
Saving A Message Attachment
Opening A Message Attachment
Replying To A Message
Replying To All Messages
Replying Without The Original Message
Forwarding Messages

Organising Messages

Finding Messages
Performing An Advanced Find
Assigning Categories To Messages
Finding Messages By Categories
Using A Search Folder
Creating Your Own Search Folders
Creating A Message Folder
Moving Messages
Deleting Message Folders
Recovering Deleted Folders
Working With Message Views
Creating A Custom Message View
Creating A Message Filter
Creating A Message Rule
Archiving Messages
Recovering Archived Messages

Junk Email

Spamming And Junk Email
Understanding Junk Email Options
Marking Messages As Junk Mail
Marking Messages As Safe
Managing Senders Lists
Importing A Black List
Exporting Your Blocked Senders List
Reviewing And Deleting Junk Email

Working With The Calendar

Accessing The Calendar
Changing Calendar Views
Moving To Specific Dates

Appointments And Events

Using A Specific Calendar
Scheduling An Appointment
Scheduling An Appointment From The Menu
Rescheduling An Appointment To Another Day
Rescheduling An Appointment To Another Time
Creating Recurring Appointments
Scheduling An Event
Deleting Appointments And Events
Organising Your Appointments
Printing Your Calendar
Specifying The Work Week
Labelling Appointments

Scheduling Meetings

Scheduling A Meeting
Responding To Meeting Requests
Meeting Response Options
Tracking Meeting Responses
Planning A Meeting
Responding To A Meeting Request
7. Cancelling A Meeting
8. Responding to a Meeting Cancellation

Contacts

Understanding The Contact Card
Accessing Contacts
Creating A New Contact Card
Entering Contact Details
Adding Contacts To Existing Companies
Editing Contact Details
Inserting A Contact Picture
Deleting An Unwanted Contact
Recovering A Deleted Contact
Printing The Contact Listing

Managing Contacts

Importing Contact Information
Organising Contacts With Views
Creating A Custom View
Sending Email To A Contact
Adding A Contact From An Email
Creating A Distribution List
Using A Distribution List
Using A Partial Distribution List

Tasks

Accessing Outlook Tasks
Creating Simple Tasks
Typing Tasks Directly
Changing Task Views
Categorising Tasks
Sorting Tasks
Completing Tasks
Deleting Tasks
Printing A Task List

1 DAY DURATION