



# Outlook Introduction

## Course Outline

### Course Objective

Outlook Introduction covers the basic concepts and skills to begin using Microsoft Outlook 2019: How to create and read e-mail, manage your contacts, track tasks, and use the Calendar to schedule appointments will all be covered.

### Agenda

1. Fundamentals
  - Getting around
    - a. Viewing Outlook items
2. Email basics
  - a. Creating messages
  - b. Acting on messages
  - c. Adding content
  - d. Signatures
3. Contacts
  - a. Managing contacts
  - b. Using contact groups
  - c. Using the People pane

4. Tasks
  - a. Creating tasks
  - b. Managing tasks
  - c. Assigning tasks
  
5. Scheduling
  - a. Appointments
  - b. Meetings
  - c. Using the calendar
  
6. Customization
  - a. Customizing the ribbon
  - b. Customizing Outlook

**Course Length:** 1 Day

**Prerequisite:** Microsoft Windows experience