55275-A: Introduction to Microsoft Outlook 2019

Course outline

Module 1: The Outlook 2019 Interface

This module explains how to work with the Outlook 2019 interface.

Lessons

- Overview of the Outlook Interface
- The Ribbon
- Tabs, Groups, and Commands on the Ribbon
- The Backstage View

Lab : Outlook Interface Exercises

- Exploring the Ribbon
- Exploring the Backstage View

After completing this module, students will be able to:

- Work with the Microsoft Outlook interface.
- Work with the Outlook Ribbon.
- Work with the tabs, groups, and commands on the Ribbon.
- Work with the Backstage view.

Module 2: Performing Popular Tasks in Outlook 2019

This module explains how to perform popular tasks in Outlook 2019.

Lessons

- Setting Up an Email Account
- Open Email Messages
- Reply to and Forward Email Messages
- Preview and Save an Attachment
- Print a Message
- Delete a Message
- Save a Message in an Alternate Format
- Delegate Access
- Customize the Navigation Pane

- Setting Up an Email Account
- Opening and Replying to a Message
- Printing a Message

After completing this module, students will be able to:

- Set up an email account in Outlook.
- Open email messages.
- Reply to and forward email messages.
- Print and save an attachment.
- Print messages.
- Delete messages.
- Save a message in an alternate format.
- Delegate access.
- Customize the Navigation Pane.

Module 3: Working with Messages

This module explains how to work with messages in Microsoft Outlook.

Lessons

- Compose a Message
- Add an Attachment
- Add Voting Options
- Check Spelling and Grammar
- Format Text
- Use Microsoft Word to Edit Messages
- Insert a Hyperlink or Image to a Message
- Send a Message

Lab : Creating and Sending a New Message

After completing this module, students will be able to:

- Compose a message.
- Add an attachment to a message.
- Add voting options to a message.
- Check the spelling and grammar in a message.
- Format text.
- Use Microsoft Word to edit email messages.
- Insert a hyperlink in a message.
- Send a message.

Module 4: Working with the Calendar

This module explains how to work with the calendar in Microsoft Outlook.

Lessons

- Change Your Calendar View
- Set Up Availability Status
- Print Your Scedule
- Share Your Calendar
- Schedule a Meeting
- Make Updates to Meetings
- Cancel a Metting
- Reply to a Meeting Invitation
- Schedule an Appointment
- Make Upates to an Appointment
- Create Calendar Groups
- Delete a Calendar
- Work with Calendar Items
- Create and Add Calendars

Lab : Working with the Calendar Exercises

- Setting Up Your Calendar
- Scheduling a Meeting

After completing this module, students will be able to:

- Change your Calendar View.
- Set up availability status.
- Set up your calendar availability.
- Print your schedule.
- Schedule a meeting.
- Make updates to meetings.
- Reply to a meeting invitation.
- Schedule an appointment.
- Make updates to an appointment.
- Create calendar groups.
- Delete a calendar.
- Work with calendar items.
- Use multiple calendars.

Module 5: Organzing Contacts

This module explains how to organize contacts in Microsoft Outlook.

- Add, Delete, Import, and Print a Contact
- Update a Contact
- Locate a Contact
- Sort Contacts
- Work with Contact Groups
- Manage Multiple Address books
- Perform a Mail Merge

Lab : Organizing Contact Exercises

- Adding and Updating a Contact
- Performing a Mail Merge

After completing this module, students will be able to:

- Add a contact.
- Update a contact.
- Share a contact.
- Locate contacts.
- Sort and find contacts.
- Work with contact groups.
- Work with multiple address books.
- Perform a mail merge.

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