

# Outlook Course Outline

<p>Module 1 – Explore the Interface</p> <ul style="list-style-type: none"><li>• Navigation Bar</li><li>• Folder Pane</li><li>• Favorites</li><li>• Reading Pane</li><li>• To-Do Bar</li></ul>	<p>Module 4 – Customize message settings</p> <ul style="list-style-type: none"><li>• Message Preview</li><li>• Conversations</li><li>• Voting Options</li><li>• Read Receipts</li><li>• Message Recall</li></ul>
<p>Module 2 – Create, send and reply to Emails</p> <ul style="list-style-type: none"><li>• Explore the address book</li><li>• Create emails with options</li><li>• Attach files and items</li><li>• Reply and Forward</li></ul> <p>Create a group list</p>	<p>Module 5 – Schedule and manage calendar appointments and meetings</p> <ul style="list-style-type: none"><li>• Explore the calendar views</li><li>• Modify calendar layout options</li><li>• Free/Busy time</li><li>• Create appointments</li><li>• Create meetings</li></ul>
<p>Module 3 – Organize and locate messages</p> <ul style="list-style-type: none"><li>• Sort emails</li><li>• Create folders to store mail</li><li>• Create Search folders to save time.</li><li>• Email retention policy</li></ul>	<p>Module 6 – Create and manage tasks</p> <ul style="list-style-type: none"><li>• Create and modify tasks</li><li>• Recurring tasks</li><li>• Make separate task folders</li><li>• Modify the task list on the To-Do bar.</li></ul>
<p>Appendix A-Outlook Web App</p> <ul style="list-style-type: none"><li>• Logging in</li><li>• Web App vs. Client</li></ul>	<p>Appendix B –Manage Contacts</p> <ul style="list-style-type: none"><li>• Create and modify contacts</li><li>• Add pictures and events</li></ul>