

Basic Microsoft Outlook 2019

Module 1: The Outlook 2019 Interface

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

Module 2: Performing Popular Tasks in Outlook 2019

- 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

Module 3: Working with Messages

- 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



Module 4: Working with the Calendar

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

Module 5: Organizing Contacts

- 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