



How-To Session MICROSOFT OUTLOOK BEGINNER

Coordinator | Occupational Training

Target Audience | Individuals who already have practical, everyday computer skills that would like to increase their knowledge by learning the basics of Microsoft Outlook

Overview

The goal of this course is to explore the basics of Microsoft Outlook through an interactive, hands-on session. This session provides an introduction into what Microsoft Outlook is and how it can make many every day job responsibilities easier.

Program Content

- Basic Use
 - Important terms
 - Important menus/toolbars
- Email basics
 - Reading messages
 - Creating and sending messages
 - Working with messages
 - Handling attachments
 - Printing messages and attachments
- Email management
 - Setting message options
 - Organizing the Inbox folder
 - Managing junk email
- Tasks
 - Working with tasks
 - Managing tasks
- Appointments and events
 - Creating and sending appointments
 - Modifying appointments
 - Working with events
 - Using Calendar Views
- Meeting requests and responses
 - Scheduling meetings
 - Managing meetings

Enroll Now

Email: Fm-Training@virginia.edu

Please include your name
and computing ID