

Outlook Level 1 Course Outline

Overview

- Outlook screens

Emails

- Send an Email
- Read, Reply to and Forward an Email
- Print an Email
- Delete an Email
- Format an Email
- Add an Attachment to an Email
- Check Spelling and Grammar
- Flag an Email
- Open and Save an Attachment

Folders

- Create Folders and Subfolders
- Organise Content within Folders

Contacts

- Add a Contact
- Sort and Find Contacts
- Manage Contacts

Calendar

- Explore Outlook Calendar
- Schedule an Appointment
- Edit Appointments
- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Manage Meetings
- Print the Calendar

Tasks

- Create a Task
- Edit and Update a Task

Categories

- Assign Categories
- Rename Categories
- Change Category Colours