



Enhanced Network Solutions Group

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Microsoft Office Outlook 2010: Transitioning from Microsoft Office Outlook 2003 (First Look)

MS-OU-TRN-EK Rev 06.10

½ day

Description

This course is designed for experienced Outlook users who have worked with earlier versions of Microsoft Office Outlook, ideally Microsoft Office Outlook 2003, and who are planning to upgrade to Microsoft Office Outlook 2010.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Prior knowledge (intermediate level minimum) of Microsoft Office Outlook 2003 or Outlook XP*

Course Outline

Lesson 1: Identifying the Components of the Outlook 2010 Interface

Topic 1A: Identify the Components of the Outlook Window

Topic 1B: Identify the Tabs and Groups on the Ribbon

Topic 1C: Customize the Outlook Interface

Lesson 2: Working with Email Messages

Topic 2A: Format an Email Message

Topic 2B: Insert Graphical Objects in an Email Message

Topic 2C: Manage Email Messages

Topic 2D: Share Contact Information Using Business Cards

Lesson 3: Managing Calendars in Outlook

Topic 3A: Create Tasks Using Outlook Calendar

Topic 3B: Customize the Calendar View

Topic 3C: Schedule a Meeting

Topic 3D: Share Calendar Information

Lesson 4: Managing Email Messages in Outlook

Topic 4A: Manage Junk Email Messages

Topic 4B: Search for Information in Outlook

Topic 4C: Clean Up Conversations and Folders

Topic 4D: Set Access Permissions

Topic 4E: Add RSS Feeds in Outlook 2010

Appendix A: New Features in Microsoft® Outlook® 2010

Appendix B: Out of Office Notifications in Outlook

Appendix C: Outlook and Other Office Applications and Services



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