



Outlook 2019 - Unleash the Power

Prerequisites:

Comfortable using mouse and keyboard; some experience using Microsoft Outlook or a similar email application for basic email. A current Outlook account is not required.

Week	Topic (s)
Week 1	<ul style="list-style-type: none">• Navigating the Outlook user interface• Brief review of sending/receiving emails• Address books• Create and edit contacts• Working with the calendar• Create meetings and appointments• Organize with color categories and flags• Create and manage tasks• Customize folders and main view• Create signatures

Note: Handout and practice files included. You will be given a temporary email account exclusively for use during the class. Private email accounts (used outside of class) will not be set up or used.

Subject to Change

Revised 01/18/2024