

Microsoft Office Outlook 2019: Part 1

Course Overview

This course will introduce students to Microsoft Office Outlook 2019, as well as teach them about formatting messages, working with attachments and illustrations, customizing message options, organizing messages, managing your contacts, working with the calendar, and working with tasks and notes.

Course Introduction 3m
Course Introduction

Chapter 1 - Getting Started with Outlook 2019 39m
Getting Started with Outlook 2019
Topic A: Navigate the Outlook Interface
Email and Email Addresses
Outlook's Place in Office
Desktop Application or Mobile App
Components of the Outlook Interface
Items and Folders
Focused Inbox
Components of the Ribbon
Outlook Ribbon Tabs
The Backstage View
The Backstage View for an Email
Mail Folders
Read and Unread Messages
Message Icons
Outlook Areas
Peeks
Demo - Navigating the Outlook 2019 Interface
Topic B: Work with Messages
The Message Form
Message Form Tabs
Demo - Creating and Sending an Email
Message Response Options
Inline Replies
The Compose Tools Message Tab
Demo - Reading and Responding to an Email
Print Preview
The Print Dialog Box
Demo - Printing an Email Message
The Deleted Items Folder
Demo - Deleting Email Messages
Topic C: Access Outlook Help
The Help Pane
Tell Me Feature

The Help Tab
Demo - Getting Help
Chapter 1 Review

Chapter 2 - Formatting Messages

17m

Formatting Messages
Topic A: Add Message Recipients
The Address Book
Global Address List
MailTips
Demo - Using the Address Book When Composing a New Message
Topic B: Check Spelling and Grammar
The AutoCorrect Feature
The Spelling and Grammar Checker
Components of the Spelling and Grammar Dialog Box
Demo - Checking Spelling and Grammar in a Message
Topic C: Format Message Content
Message Formats
Paste Options
Paste Special
Live Preview
The Mini Toolbar
Draft Messages
Demo - Formatting Message Content
Chapter 2 Review

Chapter 3 - Working with Attachments and Illustrations

27m

Working with Attachments and Illustrations
Topic A: Attach Files and Items
The Paperclip Icon
Attachments in HTML and Rich Text Messages
Guidelines for File Attachment Type and Size
Attachment Sources
Outlook Items as Attachments
Attachment Reminder
Policy Tips
Demo - Attaching a File to a Message
Attachment Options
Attachment Preview
Demo - Working with Received Attachments
Topic B: Add Illustrations to Messages
The Illustrations Command Group
Pictures and Online Pictures
SmartArt Graphics
The Screenshot Tool
The Text Command Group
WordArt
Galleries
Contextual Tabs
Demo - Inserting an Image into an Email Message

Styles
Themes
Demo - Using Styles and Themes in Messages
Topic C: Manage Automatic Message Content
The Outlook Options Dialog Box
Stationery and Themes
Font Options
Demo - Changing Font Options
Signatures
Demo - Creating and Applying an Email Signature
Chapter 3 Review

Chapter 4 - Customizing Message Options

17m

Customizing Message Options
Topic A: Customize Reading Options
Desktop Alerts
Pane Views
Message Preview
Conversations
Arrangement Commands
Demo - Customizing Your Reading Options
Topic B: Track Messages
The InfoBar
Voting Options
Tracking Options
Demo - Using Voting and Tracking Options
Topic C: Recall and Resend Messages
The Resend Message Option
The Recall Message Option
Demo - Recalling and Replacing a Sent Message
Chapter 4 Review

Chapter 5 - Organizing Messages

14m

Organizing Messages
Topic A: Mark Messages
Mark as Unread/Read
Color Categories
Demo - Marking and Categorizing Messages
Flag for Follow Up
Follow Up Flag Options
Demo - Using Flags to Manage Messages
The Ignore Conversation Command
Clean Up Commands
Demo - Ignoring and Cleaning Up Messages
Topic B: Organize Messages Using Folders
Default Email Folders
Mail Folders on the Server
Personal Folders
Demo - Organizing Messages in Folders
Chapter 5 Review

Chapter 6 - Managing Your Contacts

15m

Managing Your Contacts
Topic A: Create and Edit Contacts
The Contacts View
The Contact Form
Demo - Creating Contacts
Demo - Editing Contacts
Contact Groups
Demo - Creating a Contact Group
Topic B: View and Print Contacts
Electronic Business Cards
Contact Views
Sort Options
Demo - Viewing Contacts
Search Contacts
People Peek Search
Demo - Searching Contacts
Print Styles
Demo - Printing Your Contacts
Chapter 6 Review

Chapter 7 - Working with the Calendar

25m

Working with the Calendar
Topic A: View the Calendar
The Outlook Calendar
Types of Calendar Entries
Calendar Arrangement Options
Calendar Layout Options
The Daily Task List
Demo - Customizing Your Calendar View
The Weather Bar
Demo - Adding Locations to the Weather Bar
Topic B: Create Appointments
The Appointment Form
Reminders
Show As Options
Private Option
Demo - Creating an Appointment
Topic C: Schedule Meetings
The Meeting Scheduling Process
The Meeting Form
The Room Finder Pane
The Scheduling Assistant
Recurrence Setting
Demo - Creating New Meeting Requests
Meeting Response Options
Demo - Accepting and Declining Meeting Requests
Demo - Proposing a New Time for a Meeting
Topic D: Print the Calendar
Calendar Print Styles

Calendar Print Options
Demo - Printing Your Calendar
Chapter 7 Review

Chapter 8 - Working with Tasks and Notes

13m

Working with Tasks and Notes
Topic A: Create Tasks
The Tasks View
The Task Forms
Task Views
Task Options
Demo - Create a Recurring Task
Topic B: Create Notes
Notes
Notes Views
Demo - Creating and Modifying Notes
Chapter 8 Review
Course Closure

Total Duration: 2h 51m