

MICROSOFT OUTLOOK MAIL INTRODUCTION (LEVEL 1)	
A one day course introducing you to Electronic Mailing	
Prerequisite: The delegate should have attended an Introduction to Computers and Windows Course.	
INTRODUCTION TO MICROSOFT OUTLOOK	
Accessing Microsoft Office Outlook	
Microsoft Outlook Screen	
Microsoft Outlook Mail	
Access Outlook Mail	
Navigation Pane	
Reading Pane	
Message Pane	
Sending Messages	
New Message	
Options	
Spell Check	
Cancel A Message	
Save An Incomplete Message	
Open A Saved Message	
ATTACHING FILES	
Delete An Attached File	
Sent Items Folder	
Receiving Messages	
Read A Message	
View An Attached File	
Save An Attachment	
Save More Than One Attachment	
Reply To Messages	
Forward A Message	
Print A Message	
Select A Group Of Messages	
Select A Number Of Messages Individually	
FILING	
Delete A Message	
Deleted Items Folder	
Empty The Deleted Items Folder	
Create A Folder	
Create Sub-Folders	
Rename A Folder	
Move A Message To A Folder	
View Messages In A Folder	
Find Messages	
Search Folders	

CONTACTS	
Add A Contact	
Adding A Contact To Your Address Book From An Existing Mail	
Edit A Contact	
View Contacts	
Find A Contact	
Printing Contact Details	
Delete A Contact	
Create A Distribution List	
Addressing A Message To A Distribution List	
APPENDIX	
Signatures	
Deleting A Signature	
Archiving	
Out Of The Office Rule	
Default Settings	