

Microsoft Office Outlook 2010 – Migration from 2003

½ day course

Course Code: C104AM

Who should attend? This course is intended for Microsoft Outlook 2010 users, transitioning from Microsoft Office Outlook 2003.

Prerequisites Experience with Microsoft Office Outlook 2003 to an intermediate level.

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Understand and use the Microsoft Outlook 2010 user-interface, including its screen components and how to customize the Ribbon, as well as Backstage view commands and features relating to printing items, creating Outlook data files, and using the Help feature.
 - Understand and use features that allow you to create and manage e-mail including the e-mail editor, previewing attachments, RSS feeds, MailTips, the Auto-Complete List, and automatic checking for blank subject lines.
 - Understand and use features that allow you to manage the Calendar and contacts, including the Work Week and Week views, sharing calendar snapshots, using calendar overlays, and meeting suggestions, as well as creating calendar groups, using Schedule View and Quick View, and creating and inserting electronic business cards.
 - Understand and use features that will allow you to manage your Inbox items by using the Instant Search feature, Color Categories, and Follow up flags, as well as Conversation View, ignore and clean up conversations, Quick Steps, and Meeting Reply.
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Course Content **Exploring the Outlook 2010 Interface and Backstage View**
Exploring the New User Interface; Exploring the To-Do Bar; Working with Zoom Levels; Understanding the Backstage View; Printing items; Understanding the New Data Files; Getting help

Using Mail

Understanding the E-mail Editor; Previewing Attachments; Adding RSS Feeds, using MailTips; using the Improved Auto-Complete List; Checking for Subject lines

Using the Calendar and Contacts

Exploring the Work Week View and the Week view; Sharing Calendar Snapshots; Using Calendar Overlays; Using Meeting Suggestions; Creating Calendar Groups; Using Schedule View and Quick View; Exploring Electronic Business Cards

Managing Inbox Items

Using Instant Search; Using Color Categories; Exploring Improved Follow-up Flags and Task Integration; Using the Conversation View; Ignoring and Cleaning up Conversations; Exploring Quick Styles; Using Meeting Reply
