# Microsoft® Outlook
## Essentials

**Course Overview**

Through the Outlook Essentials course, you will have an opportunity to learn about more advanced features provided with Outlook. This includes using and managing effectively the advanced Email Messages, Calendar, Task, Journal and Contact features. You will also have a chance to customize advanced Outlook options, such as Categories and Rules.

**Audience**

Employees at all levels of the organization who want to gain a better understanding of Outlook's more advanced features to use it more effectively, and to learn Outlook beyond using it as a simple email client will find this course beneficial.

**Prerequisites**

No prerequisites are required, however an introductory course in Outlook, or some basic working knowledge of the software would be desirable.

**Course Content**

**Section 1: Starting Out**
- Getting Started
- Receiving E-Mail
- Working with E-Mail Messages
- Printing E-Mail Messages
- Getting Help in Outlook

**Section 2: Understanding and Customizing the Outlook Interface**
- Getting Acquainted
- Using the Outlook Panes
- The Quick Access Toolbar
- Tabs and Groups
- Customizing the Ribbon

**Section 3: Tab Overview (Mail Interface)**
- The Home Tab
- The Send/Receive Tab
- The Folder Tab
- The View Tab

**Section 4: Tab Overview (Outlook Item Interface)**
- Understanding Tab Setup
- The Insert Tab
- The Format Text Tab
- The Review Tab

**Section 5: Sending E-Mail**
- Composing E-Mail
- Answering Mail
- Doing More with E-Mail
- Using Viewing Tools
- Using the Drafts Folder

**Section 6: Information Management**
- The Calendar
- The Contacts Folder
- The Tasks Folder
- The Notes Folder
- The Journal Folder

**Section 7: Advanced Information Management Tools**
- Advanced Calendar Options
- Advanced Task Options
- Advanced Contact Management Options
- Advanced View Options