

Course	Outlook Introduction – E-mail
Length	Three hours
Audience	This class teaches the e-mail function of Outlook in depth. Learn the easiest ways to send and respond to mail. Discover shortcuts for addressing messages and how to create and use distribution lists. Learn to manage your mail by creating and using folders. Other topics that are covered include how to attach files, how to create auto-signatures, and how to use the auto-reply feature.
Prerequisites	Participants must have Windows experience.
Topics	<p><i>Module 1: Sending Messages</i></p> <ul style="list-style-type: none">◆ New Outlook Interface Changes – 2007/2010◆ Working with the Global Address List◆ Sending messages to Contacts◆ Attaching a file with a message◆ Return receipts◆ Other options <p><i>Module 2: Using Folders</i></p> <ul style="list-style-type: none">◆ Sent Items◆ Deleting Items◆ Sorting messages◆ Creating folders◆ Moving mail between folders <p><i>Module 4: Managing the Address Book</i></p> <ul style="list-style-type: none">◆ Creating Contacts◆ Creating distribution lists <p><i>Module 5: Additional Features</i></p> <ul style="list-style-type: none">◆ Creating AutoSignatures◆ Using the Out of Office Assistant (Automatic Replies – 2010)◆ Changing Defaults