**Full Circle**
COMPUTING
*Training that fits*

## MICROSOFT OUTLOOK 2010 INTRODUCTION
## (1.5 HOUR SESSION)

### Key Navigational Features

- Exploring the Outlook Interface
- Using the Navigation Pane
- Using the Quick Access Toolbar
- Using the Folder List
- Using the To-Do Bar
- Using the Outlook Today Page
- Working with Contacts & the Address Book
- Using the Contacts Pane
- Opening the Address Book
- Check Names
- Adding a Contact
- Creating a New Contact Group (Distribution List)

### Organizing Your Inbox & E-Mail Efficiencies

- Arranging and Grouping Messages
- Sorting Messages
- Using Instant Search
- Changing Folder Views
- Flagging a Message with a Reminder
- Creating a New Folder
- Moving a Message to a Different Folder
- Deleting a Message
- Deleting a Folder
- Emptying the Deleted Items Folder
- Recovering Deleted Items

### Key Calendar Features

- Using the Calendar Pane
- Navigating the Calendar
- Scheduling a New Appointment
- Scheduling an Event
- Using Calendar Views
- Setting a Calendar Item as Recurring
- Scheduling a Meeting
- Scheduling a Resource for a Meeting
- Tracking Meeting Responses
- Sharing Calendars
- Viewing Side by Side Calendars
- Using Calendar Overlay Mode
- Creating Calendar Groups

### Tips, Tricks & Out of Office

- Using AutoCreate
- Setting Message Send Options
- Setting Message Tracking Options
- Viewing the Message Tracking Status
- Recalling a Message
- Using the Out of Office Assistant
- Creating a Signature

### Understanding Lync Integration in Outlook

- Understanding Lync Presence in Outlook
- Exploring Presence & Mini Contact Card In Mail
- Exploring Presence & Mini Contact Card In Contacts

### Resources Available – Q&A