

A Special Program from the
Office of Human Resources – Training

MICROSOFT OUTLOOK

PROGRAM OVERVIEW:

This information management program helps coordinate messages, calendar, contacts, and tasks. In this course the student will learn how to utilize electronic mail, schedule appointments for themselves and others, create contacts and merge them into a letter, and keep a record of notes and “to do” lists. Introduction to Windows is a prerequisite for this course.

COURSE OUTLINE:

- I. Overview / Orientation to Outlook
- II. Creating & Sending Messages
- III. Creating & Using Personal Distribution Lists
- IV. Attaching files
- V. AutoSignatures
- VI. Sorting, Finding, Filtering Messages
- VII. Custom viewing messages
- VIII. Scheduling Appointments
- IX. Scheduling Events
- X. Creating and sending meeting requests
- XI. Adding and editing contacts
- XII. Merging contacts with Word document
- XIII. Creating, editing, and deleting notes
- XIV. Creating and editing tasks

**Presented by the faculty of
The Pennsylvania State University Lehigh Valley Campus**

**Please complete the registration form and Needs Assessment Survey
and return to the Office of Human Resources – Training
to register for this computer workshop.**