



## MS Outlook I: Introduction to Outlook

Sub-Topic 1	Understanding Microsoft's Personal Information Manager (PIM)
Description	Overview of the available features and discussion of enhanced options when linked to Exchanger Server Networks
Sub-Topic 2	Using the E-mail Feature
Description	Send, reply, forward, categorize, recall, manage-e-mail with rules, message open and receipt acknowledgements, out of office messages, etc.
Sub-Topic 3	Using the Contacts Feature
Description	Create and add contacts, manage contact views, create a contact groups, and categorize
Sub-Topic 4	Using the Calendar Feature
Description	Create appointments, all-day-events, recurring appointments, manage appointment views, categorize
Sub-Topic 5	Using the Tasks Feature
Description	Create tasks, recurring tasks, categorize, manage task views, and To-Do list
Sub-Topic 6	Using the Notes Feature
Description	Create notes, categorize, manage note views, move notes to desktop
Sub-Topic 7	Windows 7 Sticky Notes Feature
Description	Using the Windows 7 alternative post-it notes.