

Microsoft Outlook Basic User



Send Email Effectively

- send a new email
- apply basic formatting
- fix spelling mistakes
- use the CC box
- use the BCC box
- use the High Importance tool
- save an e-mail as a draft

Reply to Email

- use the Reply tool
- use the Reply All tool
- mark an email as junk

Work with Attachments

- open and save an attached file
- attach a file to an email

Forward Email

- use the Forward tool
- delete non-required attachments

Use Tools to Manage Email

- sort e-mails by sender name / date
- use the search tool to find an email
- delete an email
- restore a deleted email
- delete several e-mails at the same time
- create / delete a folder
- move an email to a folder

Create and Use Contacts

- create a new contact
- edit a contact
- use the address book to insert an e-mail address
- delete a contact

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Use the Calendar to Manage Appointments

- change the view of the calendar
- create an appointment
- use the search tool to find an appointment
- edit an appointment
- delete an appointment

Create and Use Tasks

- create a new task
- edit a task
- mark a task as complete
- delete a task