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## MICROSOFT OUTLOOK

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Students will learn to manage electronic communication using Microsoft Outlook. You will learn to manage your tasks and schedule, send mail, respond to messages, organize email messages into folders, manage contacts information and schedule appointments and meetings.

### COURSE OUTLINE:

- Getting Started with Outlook
- Composing Messages
- Organizing Messages
- Managing Contacts
- Scheduling Appointments
- Managing Meetings in Outlook
- Managing Tasks