



Course Content
Outlook Basic
Duration: 1 Day
Unit Standard 116945

Overview

MODULE 1

Email Addresses

Network Etiquette (Netiquette) Benefits of Using Email Limitations of the Internet

MODULE 2

Starting Microsoft Outlook

What do you need to send email? ** Creating a New Mail Message **

Addressing an Email

Primary Recipient

Carbon Copy

Blind Carbon Copy

Create a Message Header (Subject) Checking the Spelling

Manipulating Text

Moving, Copying or Deleting Text in an email Message

Copying Text between Email Messages

Attaching a File to a Message

Deleting an Attachment

Using Organisation Standards Connecting to an Internet Service Provider

Using a Dial-Up Connection to Connect to the Internet

Using Always-On Internet ** Sending an Email Message Opening and Using

Help Exiting Outlook

MODULE 3

Receiving Email Messages Privacy and Security Issues Recognising the

Sender Other Precautions

Anti-Virus Software

Attachments

Displaying the Contents of an Email

Message

Reading the Email Message Reading an Attachment Saving Attachments

Highlighting Incoming Mail Marking as Read or unread Flag for Follow Up

Responding to Incoming Mails

MODULE 4

Printing an Email

Printing Selected Text

MODULE 5

Opening Multiple Email Messages Opening a Single Message Switching Between Open Messages

Manipulating Text between Open Messages

Copying text from Another Source Deleting an Email Message Deleting the Message in the Inbox Window

Deleting the Message While Active

MODULE 6

Activating and Deactivating Toolbars

To Activate a Toolbar

To Deactivate a Toolbar

Changing Views

END USER MODULE

Install the Personal Address Book

Adding a new entry

To change the data in an address

Creating a Distribution List

Creating and Using a Customised Signature

Creating Folders and Subfolders Moving or Copying Messages to a new Folder

Restoring Deleted Messages



The above course is compiled for individuals with: Keyboard Skills, Introduction to Computers, Windows Basic, Windows Intermediate, Word Basic, PowerPoint Basic and PowerPoint Intermediate.