Core Skills Checklist - Outlook

Technology Workshop	Function	I Know How	Command	Lynda.com Courses @ MYLMU
Outlook Essentials	**Sending E-mails**		Enter e-mail addresses using Global Address List	**Essential Training**
			Enter e-mail addresses using AutoComplete	
			Enter e-mail addresses using Check Name icon	
			Enter multiple e-mail addresses manually	
			Add Bcc: field	
			Create a new message from a contact	
			Change a message format - Plain, Rich Text, or HTML	
			Format message - font color, bullet list, numbered list	
			Save unsent message in Draft folder	
			Preview attachment in the message window	
			Preview attachment without opening message	
			Attach files to a message	
			Attach Outlook items (contact, appointment) to a message	
			Set Importance and Sensitivity level	
			Request a Read Receipt or a Delivery Receipt	
			Delay the delivery of a message	
			Use Voting Button for quick polling	
			Create and modify signatures	
			Select an electronic business card as a signature	
			Switch to a different signature	
			Create and modify Out-of-Office automated messages	
			Set a follow-up flag for the recipient	
			Use Stationery Picker	
			Resend a message	

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Outlook Essentials	**Receiving E-mails**		View messages using Preview pane	**Essential Training**
			Set AutoPreview options	
			Turn on and off Reading Pane	
			Identify message icons	
			Save attachments	
			Reply vs. Reply All a message	
			Forward a message	
			Set a reminder	
			Assign a Category	
			Mark message as Unread	
			Flag messages for follow-up	
Outlook Essentials	**Printing E-mails**		Choose between Table Style and Memo Style	**Essential Training**
			Edit a print style - add header/footer	
Outlook Essentials	**Viewing Calendars**		Select different calendar views	**Essential Training**
			Understand definitions of appointments, events, and meetings	**E-mail Management**
			Create, modify, and delete appointments	**Power Shortcuts**
			Create an appointment from an e-mail message	
			Convert appointments into recurring appointments	
			Modify an instance of a recurring meeting	
			Set reminders	
			Mark an appointment as "Private"	
			Create groups using "Group Schedule"	
			View a shared calendar	
			Locate Public Calendars in Public Folders	

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			Add Public Calendar as a Favorite	
			Customize calendar settings - color, workday, work hours	
			Add a secondary time zone	
			Share your calendar	
			Set sharing permission	
			View multiple calendars in Overlay mode	
			Copy or move appointments between calendars	
Outlook Essentials	**Scheduling Meetings**		Create appointments, meeting requests, and all-day events	**Essential Training**
			Create a meeting request from a contact	
			Create a meeting request from a Distribution List	
			View busy/not busy schedule	
			Add or delete attendees	
			Update a meeting request	
			Cancel a meeting request	
			Respond to meeting requests - Accept, Decline, Propose	
			Track responses to a meeting request	
			Create a Group Schedule	
Outlook Essentials	**Managing Contacts**		Create a contact from a blank contact	**Essential Training**
			Create a contact from an e-mail message	
			Switch to a different view - Business Card, Phone List	
			Edit contact information - add picture	
			Create a Distribution List	
			Add members to an existing Distribution List	
			Create a Secondary Address Book (new folder)	

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			Import and export contacts using Import and Export Wizard	
			Find a specific contact	
			Sort contacts	
			Create a personal contact list	
			Attach contact information as an electronic Business Card	
			Attach a contact information as a vCard	
			Assign a category to a contact	
SpamFilter and Advanced	Organizing E-mails		Create, edit, and move a new folder	Essential Training
			Move e-mails into folder using Drop-n-Drop or Move icon	
			Sort messages by Sender, Subject, or Received columns	
			Search for messages using Instant Search	
			Create a custom Search folder	
			Sort message using "Show in Groups"	
			Empty items in Deleted folder - manually or automatically	
			Recover Deleted Items	
			Create a rule to move, forward, or delete messages	
			Create a rule to highlight e-mails using colors	
			Create a rule from scratch	
			Create a rule from template	
SpamFilter and Advanced	Customizing Outlook		Customize the To-Do Bar	Power Shortcuts
			Add or remove a field columns	E-mail Management
			Add another mailbox	
			Set defau t reminder	
			Change Outlook color scheme	

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			Change "Desktop Alert" settings	
			Configure message status in the Reading pane	
			Customize Outlook Today	
SpamFilter and Advanced	**Managing Junk E-mails**		Add someone to the Junk Senders list	**E-mail Management**
			Make an exception in the Junk Senders list	
			SpamFilter (login to the system, set options, control delivery)	
SpamFilter and Advanced	**Using Tasks**		Create and modify a task	**Power Shortcuts**
			Assign a task to others	
			Respond to an assigned task	
			Send status report to an assigned task	
SpamFilter and Advanced	**Archiving Old E-mails**		Configure AutoArchive settings	**E-mail Management**
			Change location of archive file	
			Create a manual archive folder	
			Move items to archive folder	
			Check folder size	
			Open an archive file	

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