

# Build Your Own Outlook Course

## Master Topic List

(Live, Online Training)

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### Instructions

- Each topic shows the amount of time required.
- To select a topic, choose an option in the *Priority* column to indicate its importance to you (1 is the most important).
- Submit this form to us by **email**.

## Beginner Topics

Your Priority	Topics
	<b>Overview (15 min)</b> The Ribbon / Navigation Pane Show Different Areas of Outlook Folder View The Exchange Service
	<b>Sending Email (2 hours)</b> Creating a New Message Attachments Signatures Formatting a Message Check Names The Address Book Make the Email Urgent The Auto-Complete List Show From and BCC Send Email Now or Later Resend and Recall Message Formats
	<b>Receiving Email (1 hour)</b> Inbox / Opening Messages Reply, Reply All and Forward Reading Pane / Preview Lines Change the View Arrange in Groups Sort & Filter Out of Office Assistant

Your Priority	Topics
	<b>Folders (30 min)</b> Creating, Renaming, Deleting Folders Moving Items into Folders The Favorites Folder Drafts, Deleted Items, Sent Items
	<b>Calendar – Part 1 (1 hour)</b> Calendar Views / Go to Add Appointments Dealing with Reminders Recurring Events Rescheduling/Deleting an Entry Printing Calendars
	<b>Calendar - Part 2 (1.5 hours)</b> Add a Meeting and Invite Others The Scheduling Assistant Share Your Calendar Add, Update, Remove Calendars Responding to an Invitation Creating Calendars Display Multiple Calendars Sharing Calendars Emailing a Calendar Calendar Defaults and Time Zones
	<b>Notes (30 min)</b> Creating New Notes Note Options

Your Priority	Topics
	<b>Contacts/People (45 min)</b> Entering and Editing Contacts Organizing into Folders Change Views / Using the Letters Add Email, Meeting or Task Email a Content Create a Contact from an Email
	<b>Contact Groups (30 min)</b> Creating a Contact Group Sending an Email to the Group Editing a Group Creating a Group from a List of Names in an Email
	<b>Tasks (1 hour)</b> Creating a New Task Creating a Task from an Email Task Views Completing a Task Assign a Task Recurring Tasks
	<b>Using The To-Do Bar (15 min)</b>

### Intermediate Topics

Your Priority	Topics
	<b>Email Options (1 hour)</b> Importance and Sensitivity Voting Buttons Delivery and Read Receipts Hyperlinks Stationary Creating Themes Default Email Options Junk Email Options Using Clean up
	<b>Colour Categories (30 min)</b> Assigning Categories to Emails Using Quick Click The Color Categories Dialog Box Search by Category For Contacts, Calendars and Tasks
	<b>Views (30 min)</b> Modifying Existing Views Create Custom Views Switch Between Views
	<b>Search (1 hour)</b> Using Search Using Advanced Find Creating and Using Search Folders
	<b>Quick Tips (1 hour)</b> Working with Multiple Windows Drag and Drop inside and outside Outlook Conditional Formatting Outlook Keyboard Shortcuts Using AutoCorrect in Outlook
	<b>Rules (1 hour)</b> Creating a Quick Rule Setting Advanced Rules Using Ignore

Your Priority	Topics
	<b>Using Quick Parts (1 hour)</b> Creating a Quick Part Inserting a Building Block into a Message Organize and Delete
	<b>Flags (30 min)</b> Where Flags Appear Adding a Flag Using Quick Click Custom Flags and Reminders Marking a Flag as Complete
	<b>Quick Steps (30 min)</b> Create / Using a Quick Step Edit Quick Steps Dialog box Quick Step Menu Manage Quick Steps
	<b>Groups (1 hour)</b> How Groups are different then Contact Groups Using Existing Groups Create a Group Edit a Group Teams and SharePoint use of Groups
	<b>The Journal (30 min)</b> What is the Journal Adding New Journal Entries
	<b>Customizing Outlook (1 hour)</b> Customize the Ribbon Customize the Quick Access Toolbar Setting Default Options
	<b>Templates (30 min)</b> Create an Email, Appointment or Contact Template Use a Template Edit a Template

Your Priority	Topics
	<b>Using Outside Data (15 min)</b> Import Contacts from Excel Email Mail Merge
	<b>Read Aloud (5 min)</b>

### Advanced Topics

Your Priority	Topics
	<b>Mailbox Settings (1 hour)</b> Mailbox Cleanup Empty Deleted Items Clean-up old Items
	<b>Accounting Settings (30 min)</b> Add Email Accounts Creating and Setting Profiles
	<b>Archiving (30 min)</b> Archiving Data Archive Settings
	<b>Setting Default Options (30 min)</b> Using File, Options settings
	<b>Cleanup Options (30 min)</b> Resetting Read Marks, Sorting Clean Up Folder Delete and Recover