

Build Your Own Outlook Course

Master Topic List

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Instructions

- Each topic shows the amount of time required. Build your own Online course duration. In-Person is min. 1 day (6 hours).
- To select a topic, choose an option in the *Priority* column to indicate its importance to you (1 is the most important).
- Save this form and submit it to us (by **email** or online on the **Register** page.)

Beginner Topics

Your Priority	Topics
	Overview (15 min) The Ribbon / Navigation Pane Show Different Areas of Outlook Folder View The Exchange Service
	Sending Email (2 hours) 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
	Receiving Email (1 hour) 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
	Folders (30 min) Creating, Renaming, Deleting Folders Moving Items into Folders The Favorites Folder Drafts, Deleted Items, Sent Items
	Calendar – Part 1 (1 hour) Calendar Views / Go to Add Appointments Dealing with Reminders Recurring Events Rescheduling/Deleting an Entry Printing Calendars
	Calendar - Part 2 (1.5 hours) 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
	Notes (30 min) Creating New Notes Note Options

Your Priority	Topics
	Contacts/People (45 min) 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
	Contact Groups (30 min) Creating a Contact Group Sending an Email to the Group Editing a Group Creating a Group from a List of Names in an Email
	Tasks (1 hour) Creating a New Task Creating a Task from an Email Task Views Completing a Task Assign a Task Recurring Tasks
	Using The To-Do Bar (15 min)

Intermediate Topics

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

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

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

Advanced Topics

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