

MS Office Outlook Roadmap

Course	Module	Audio/Read	Overview	Lesson Length	Module Completion Date	Supervisor Initials
1. A Great Place to Start	A. Great Outlook Features to Organize Your Inbox	Audio	How those same great features sound when you hear someone read the whole course aloud to you.	40-50 min.		
	B. Search Folders: The easy way to find, read, and organize your e-mail	Audio/Read	Fast ways to find what you want, regardless of where in your mailbox a message is located.	30-40 min.		
2. Send and receive e-mail efficiently	A. Send and receive photos and attachments with confidence	Audio/Read	How to show and share information by including pictures and other files with your Microsoft Office Outlook e-mail messages.	30-40 min.		
	B. Tips to get an address on the To line fast	Audio/Read	Tricks for entering e-mail addresses on the To line of a message (or for keeping it off with Bcc), and for storing and sorting e-mail addresses for easy use.	20-30 min.		
	C. Control how you send and see mail messages	Audio/Read	The different formats you can choose for outgoing messages, and how incoming messages are formatted.	20-30 min.		
	D. Become an Address Book expert	Audio/Read	How your Address Book really works, behind the curtain.	30-40 min.		
	E. Slice the spam! How Outlook helps protect you from junk e-mail	Audio	How the Junk E-mail Filter works, how to work with it, and how to make it work best.	20-30 min.		
	F. Create great-looking signatures for your e-mail	Audio/Read	How to give recipients a snapshot of who you are, by personalizing your messages with a signature.	30-35 min.		

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3. Size and Storage Matter	A. Manage the size of your mailbox	Audio/Read	Size basics: how to find out your mailbox size and steps you can take to keep it trimmer.	40-50 min.		
	B. File or archive your e-mail on your own computer	Audio/Read	Storage basics: archiving and personal folders, and deciding what's best for you.	30-45 min.		
4. Calendarize It	A. Get to know your Outlook Calendar	Audio/Read	Calendar basics such as entering items and setting reminders .	15-20 min.		
	B. Great Outlook Calendar features to make time work for you	Audio/Read	How to divide your day into quarter hours, how to display and switch between multiple time zones, and how to navigate straight to a date.	15-20 min.		
	C. See and share multiple calendars	Audio/Read	How to track two schedules at once and see them side-by-side.	40-50 min.		
	D. Organize meetings with Outlook	Audio/Read	Detailed information about scheduling and attending meetings in Outlook.	40-50 min.		
	E. Delegate access: Let someone else mind your busyness	Audio/Read	How to let someone else schedule meetings and appointments for you and manage your calendar so you don't have to.	30-40 min.		
5. Make Contact	A. Great Outlook features to organize your contacts	Audio/Read	How to organize your contacts by functional groups, plus cool tricks for sending messages to a group of contacts all at once.	30-40 min.		