



# Outlook 2010 Level 2

## Get organised with the Calendar and Tasks

### 3 hours

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#### Is this course for you?

You want to use your Outlook calendar to manage your appointments and meetings, and your Task List to keep track of what needs to be done.

There is an alternative 1½ hour course, **Create appointments and organise meetings** which deals only with the Calendar.

#### Pre-requisites

This course assumes that delegates are familiar with:

- basic Windows operations, such as using a mouse and opening and saving files
- sending and receiving email with Outlook

#### Course duration

3 hours, including a 15 minute break

#### Course objective

At the end of the course, you will be able to move around the calendar efficiently, create and edit appointments, share and print calendars, see when others have appointments in their calendars, and organise meetings. You will also be able to create and manage tasks and assign them to others.

A handout covering the main course topics will be provided.

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#### The Outlook 2010 Calendar

- Change the calendar view
- Select a date to display

#### Create appointments

- Create an appointment
- Set a reminder
- Categorise and colour the appointment
- Mark an appointment as private
- Change Free/Busy status
- Create a recurring appointment
- Create an all day Event

#### Edit appointments

- Change appointment details
- Move or copy an appointment
- Delete an appointment

#### Distribute calendar information

- Send a calendar snapshot via e-mail
- Print calendar information

#### Share calendars

- Invite a colleague to view your calendar
- Open another user's calendar
- Change calendar permissions
- Overlay calendars
- Schedule appointments for others

#### Manage calendars

- Create calendar groups
- Use Schedule view

#### Organise meetings with Outlook

- Schedule a meeting
- Send meeting invitations
- Deal with invitation replies

#### Use tasks in Outlook

- Create a task
- Create a recurring task
- Set due dates and reminders
- View your tasks
- Use categories to organise your tasks

#### Assign tasks

- Assign a task to a colleague
- Process task updates

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This is a provisional course outline and may change