



Outlook 2010 Level 2

Create appointments and organise meetings

1½ hours

Is this course for you?

You want to use your Outlook calendar to manage your appointments and meetings more effectively.

There is an alternative 3 hour course, **Get Organised with the Calendar and Tasks**, which includes using the Task List.

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

1½ hours

Course objectives

At the end of the course, you will be able to move round the calendar efficiently, create and edit appointments, share and print calendars, see when others have appointments in their calendars and organise meetings.

A handout covering the main course topics will be provided.

The Outlook 2010 Calendar

- Change the calendar view
- Select a date or dates to display

Create appointments

- Create an appointment
- Attach Outlook items
- 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

This is a provisional course outline and may change