



**Index Computers**

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## Course Outline

# Outlook 2010

## Level 2

### **Customizing Outlook**

General Options  
Quick Steps  
The Navigation Pane

### **Working with Contacts**

Address Books  
Contact Groups

### **Customizing Messages**

Message Appearance  
Signatures  
Out of Office Messages

### **Organizing Items**

Folders  
Searching  
Filters  
Categories

### **Organizing and Managing Mail**

Organizing the Inbox Folder  
Setting Rules  
Mailbox Management  
Archiving your Mail

### **Notes and Journal Folders**

Recording Information with Notes  
Tracking Activities with the Journal

### **Calendars and Contacts**

Managing your Calendar  
Managing Contacts

### **Templates**

Working with Templates

### **Collaboration Features**

Connecting with Colleagues via Outlook  
Social Connectors  
Staying Informed with RSS

PRICE: \$180, including two manuals