



CORPORATE & CAREER TRAINING

OUTLOOK 2010 - CONTACTS & JOURNAL

TRAINING OUTLINE

4 HOURS

I. USING THE ADDRESS BOOK

- Working with the Address Book
- Opening the Address Book

II. MANAGING CONTACTS

- Using the Contacts Pane
- Adding a Contact
- Adding a Contact from an E-mail
- Editing a Contact
- Adding a Contact's Picture
- Using Electronic Business Cards
- E-mailing an Electronic Business Card
- Receiving an Electronic Business Card
- Viewing and Sorting Contacts
- Mapping a Contact's Address
- Communicate with a Contact
- Categorizing a Contact
- Add a Contacts Folder
- Tracking All Activities for a Contact
- Connecting to Social Networking
- Using the People Pane
- Creating a Distribution List
- Using a Distribution List
- Printing Contacts Information
- Deleting a Contact

III. WORKING WITH FILES AND APPLICATIONS

- Importing Data into an Outlook Folder
- Exporting Outlook Data
- Using Mail Merge with Word

IV. USING THE JOURNAL

- Opening the Journal Folder
- Creating a Journal Entry
- Assigning a Contact to a Journal Entry
- Modifying Journal Entry Types
- Deleting a Journal Entry