



The Office Wiz
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**COURSE DESCRIPTION FOR
MICROSOFT® OFFICE OUTLOOK® 2010:
TRANSITION FROM OUTLOOK 2003**

Setting sail for Outlook 2010? Don't take a step without this essential guide to all the new basic features of the program. Learn to:

- Identify the elements of the Microsoft Office Outlook 2010 environment.
- Work with email messages.
- Manage calendars.
- Manage email messages.

LENGTH

One four hour session.

PREREQUISITES

You need a basic understanding of Microsoft Outlook (preferably 2003) as well as of the Internet. This class covers only the commonly used basic new features, not the more advanced new features of the program. Also, you should have basic knowledge of Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Lesson 1: Identifying the Elements of the Outlook 2010 Environment

Identify the Components of the Outlook Window
Identify the Tabs and Groups on the Ribbon
Customize the Outlook Interface

Lesson 2: Working with Email Messages

Format an Email Message
Insert Graphical Objects in an Email Message
Manage Email Messages
Share Contact Information Using Business Cards

Lesson 3: Managing Calendars in Outlook

Create Tasks Using Outlook Calendar
Customize the Calendar View
Schedule a Meeting
Share Calendar Information

Lesson 4: Managing Email Messages in Outlook
 Manage Junk Email Messages
 Search for Information in Outlook
 Clean Up Conversations and Folders
 Set Access Permissions
 Add RSS Feeds in Outlook 2010

Appendixes: New Features in Microsoft® Outlook® 2010 and Out of Office Notifications in Outlook

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK FOR A REGULAR CLASSROOM SETUP. INDIVIDUAL SETUPS CAN BE SIMPLER.)

Hardware Requirements

- Active Directory Domain Controller and Exchange 2010 Server:
- Minimum of 4 GB of RAM per server plus 5 MB of RAM for each mailbox.
- At least 1.2 GB on the drive used for installation.
- Additional 500 MB of available disk space for each Unified Messaging (UM) language pack that you plan to install.
- 200 MB of available disk space on the system drive.
- DVD-ROM drive, local or network accessible.
- Disk partitions formatted as NTFS file systems.
- Keyboard and mouse or other pointing device.
- The paging file size should be equal to the amount of RAM on the server plus 10 MB.

Student Computers:

- 1 GHz Pentium® processor or faster.
- Minimum of 1 GB of RAM is recommended.
- 10 GB of hard disk space or higher (You should have at least 1 GB of free hard disk space available for the installation of the Office suite.)
- CD-ROM drive.
- Keyboard and mouse or other pointing device.
- Monitor having 1024 x 768 resolution (recommended).
- Network cards and cabling for local network access.
- Internet access (check with your local network administrator).
- Printer (optional) or an installed printer driver.
- Projection system to project the instructor's computer screen.

Software Requirements

Each computer requires the following software:

On the Active Directory Domain Controller and Exchange 2010 Server:

- Microsoft Windows Server 2008 x64 Standard and Enterprise Edition with Service Pack 2 or Microsoft Windows Server 2008 R2 Standard or Enterprise Edition.
- An x64 architecture-based computer with an Intel processor that supports the Intel Extended Memory 64 Technology (Intel EM64T) or an AMD processor that supports the AMD64 platform.
- Operating system for installing management tools—the 64-bit editions of Microsoft Windows XP or Microsoft Windows Server 2008.
- Microsoft .NET Framework Version 3.0.
- Windows PowerShell.
- Microsoft Active Directory.
- Active Directory Application Mode (ADAM) SP1.
- Microsoft Management Console (MMC) 3.0.
- On all Mailbox servers with a 64-bit processor, you must install the hotfixes such as Update for Windows Server 2008 x64 Edition (KB904639) and Update for Windows Server 2008 x64 Edition (KB918980). In addition, Exchange 2010 requires that you do not have the Network News Transfer Protocol (NNTP) service or the Simple Mail Transfer Protocol (SMTP) service installed.

On the Student Computers:

- Microsoft Exchange Server 2010.
- Microsoft® Office® Professional Plus 2010 (Beta) suite Service Pack 1.
- Windows XP Professional with Service Pack 2.
- Microsoft® Windows Search 4.0.
- Microsoft® Windows Rights Management Services—Client.

OTHER OUTLOOK CLASSES

- Level 1
- Level 2
- Level 3
- Calendar Tricks
- Contact Management
- Outlook's Email – Tips & Tricks
- Outlook In The Law Office
- Keep Track Of Tasks
- Keystroke Mania
- Managing Meetings

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- Organizational Tricks For Busy People
- Put Your Inbox On A Diet
- A Refresher
- Tracking Client Communications – Microsoft Outlook’s Journal