Microsoft Outlook Advanced Outline

Domain 1: Mailbox

1.1 Managing data files
1.2 Managing your mailbox

Domain 2: Notes and Journal folders

2.1 The Notes folder
2.2 The Journal folder

Domain 3: Calendar and Contacts

3.1 The Calendar
3.2 Group schedules
3.3 The Contacts folder

Domain 4: Collaboration features

4.1 Sharing your folders
4.2 Sharing Calendars
4.3 SharePoint integration
4.4 RSS feeds

Domain 5: Templates and forms

5.1 Working with templates
5.2 Working with forms