Microsoft Outlook Basic Outline

Domain 1: Getting started

1.1 The program window
1.2 Outlook Today
1.3 Getting help

Domain 2: E-mail

2.1 E-mail accounts
2.2 Reading e-mail messages
2.3 Creating and sending e-mail messages
2.5 Attachments

Domain 3: E-mail management

3.1 Message options
3.2 E-mail security
3.3 Junk e-mail
3.4 Search folders
3.5 Printing messages

Domain 4: Contact management

4.1 Managing contacts
4.2 Distribution lists
4.3 Electronic business cards

Domain 5: Tasks

5.1 Working with tasks
5.2 Managing tasks

Domain 6: Appointments and events

6.1 Creating and sending appointments
6.2 Modifying appointments
6.3 Calendar views
6.4 Events

Domain 7: Meeting requests and responses
7.1 Meeting requests
7.2 Meeting request responses
7.3 Managing meeting responses