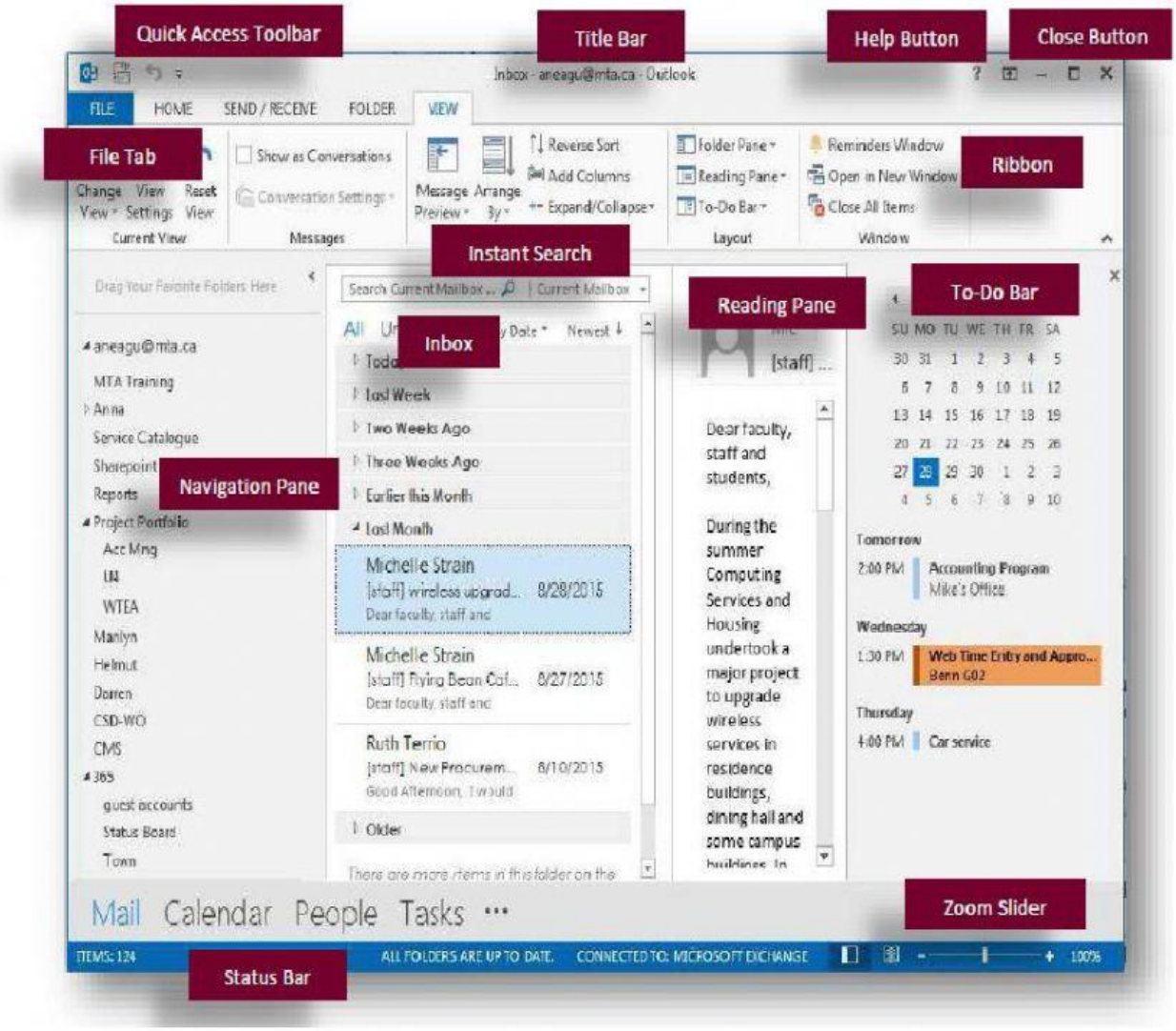
Lesson 1 Introduction to Microsoft Outlook

Welcome to Microsoft Outlook. Outlook is a mailing system that is used by majority of business, by keeping in contact with staff members.

Depending on which Outlook you are using the features are all the same just the appearance may be slightly different, but in operating the programme it is much the same.

These lessons are based on Outlook 2013.

Let us start by becoming familiar with the front screen, **Table 1**



LIVEWORKSHEETS

Table 1

- *Quick Access Toolbar*: Contains common commands such as Send/Receive and Undo. You ca add and remove commands as desired.
- *Inbox*: Lists all of your email messages and can be arranged according to your specifications.
- *Instant Search*: Enter key words to search the current folder or location. Results appear as you enter each search term.
- *Title Bar*: Displays the name of the program you are currently using (Outlook), and the item you are currently working with.
- *To-Do Bar*: Keep tabs on your calendar, appointments, and tasks, all in one place. The To-Do Bar can also be displayed in a minimized format.
- *Reading Pane*: Displays the contents of the selected message.
- *Close Button*: Click here to exit the Outlook program.
- *Help Button*: Click here to open the Outlook Help window.
- *Ribbon*: The tabs on the Ribbon replace the menus and toolbars found in previous versions of Outlook.
- *Navigation Pane*: Contains buttons and icons you can click to move among Outlook's folders and tools.
- *Zoom Slider*: Click and drag the slider to zoom in or out of an item or view. You can also use the + and – buttons.
- *File Tab*: Click here to access common commands (Open, Print, Save) as well as more advanced ones (Automatic Replies, Mailbox Cleanup, Rules and Alerts).
- *Status Bar*: Displays information and reminders about Outlook items. Right-click the status bar to specify what information is shown.

In Outlook, an item is basic elements that holds information. Items are used to send and view e-Mails, and also to organize information like tasks and contacts.

LIVEWORKSHEETS

These below are important for you to learn as they are your foundation of the Outlook programme.

Mail Message	Compose a message to be sent by e-Mail.
Appointment	Add an appointment to your calendar.
Meeting Request	Set up an appointment to which you invite other people, or reserve resources such as a conference room
Contact	Enter information about a person including their name, company, job title, and e-Mail address.
Contact Group	Create a collection of contacts that allows you to quickly send mass e-Mails.
Task	Enter to-do items that can be tracked until completion.
Task Request	Inform someone else of a task you would like them to perform.
Note	Write something quickly in a note. Can be sorted using color categories.

Table 2

The commands both in Table 1 and 2 are very important to get to know before you can start to work on the programme.

Questions.

1. From the 1st table what is Inbox?

2. From 1st table what is Quick Access Toolbar, what information can you get from it?

3. From 2nd table what is contacts for?

LIVEWORKSHEETS

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