OFF 215: MICROSOFT OUTLOOK

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2022
Credits:	2
Total Contact Hours:	36
Lecture Hours :	36
Lab Hours:	0
Hours Arranged:	0
Outside of Class Hours:	72
Strongly Recommended:	ITIS 099.
Transferable to CSU:	No
Transferable to UC:	No
Grading Method:	Standard Letter, Pass/No Pass

Catalog Course Description

An introduction to Microsoft Outlook scheduling and organizing program. Topics include creating and editing a calendar, contacts, task list, journal, notes, synchronizing personal digital assistant, and communicating with an electronic mail system. 36 lecture hours.

Course Objectives

- utilize the basic concepts of Outlook
- choose efficient techniques to schedule and organize a calendar by utilizing the calendar, contacts, tasks features.
- reorganize the office environment by managing a schedule application to send and receive e-mail, managing multiple accounts, reorganizing folders, and customizing Outlook.
- archive files and information and implementing security measures in a scheduling management program.

Major Course Content

1. Overview of Outlook
   a. Working with Outlook
      i. E-mail, Calendar, Contacts, Tasks, Notes, Journal
   b. Navigating Outlook
      i. Outlook Today, Outlook Panes, Tabs, Ribbons, and Dialog Boxes
2. E-mail Basics
   a. Types of E-mail
   b. Setting up an E-mail Account
   c. Creating, Sending, and Receiving E-mail
   d. Handling Attachments
   e. Understanding Arrangement and Icons
   f. Cleaning up Your Inbox
3. E-mail Special Features
   a. Type of E-mail Format
   b. Message Options
   c. Voting Buttons
   d. Customize Your E-mail
4. Contacts
   a. Creating Contacts
   b. Editing Contact Information
   c. Changing Views in Contacts
   d. Using Contacts
   e. Calendar
   f. Calendar Items
   g. Navigating the Calendar Views
   h. Creating and Editing Calendar Items
   i. Creating and Using Meeting Requests
5. Tasks and To-Do Items
   a. Understanding Task and To-Do Items
   b. Creating Tasks
   c. Viewing Tasks and To-do Items
   d. Managing Tasks
6. Folders, Rules, Quick Steps, Categories, and Follow-up Flags
   a. Using Folders
   b. Using Rules and Quick Steps
   c. Using Categories
   d. Using Follow-Up Flags
7. Multiple E-mail Accounts, Advanced E-mail Options, and RSS Feeds
   a. Setting up Additional E-mail Accounts
   b. Managing Multiple E-mail Accounts
   c. Customizing E-mail Options
   d. Using RSS Feeds
8. Advanced Contacts
   a. Managing Contacts
   b. Business Cards
   c. Importing and Exporting
   d. Using Contacts with Other Office Programs
9. Advanced Calendars
   a. Using Multiple Calendars
   b. Calendar Options
   c. Printing and Sharing Outlook Calendar
   d. Advanced Calendar Features
10. Notes, Journal, Search Folders, Shortcuts, and Archiving
    a. Using the Journal
    b. Using Search Folders
    c. Using Shortcuts
    d. Archiving Outlook Folders
11. Sharing, Security, Search, and User Interface
    a. Sharing Your Outlook with Others
    b. Security
    c. Searching for Outlook Items
    d. Customizing Outlook

Suggested Reading Other Than Required Textbook

Practice sending and receiving e-mail. Share calendar and contacts.

Examples of Required Writing Assignments

None required; skill course.

Examples of Outside Assignments

Convert an existing appointment to a recurring calendar appointment. Open the Sales Meeting appointment created in Exercise 3. Set this appointment to recur every Monday from 10-11 a.m. Set a 15-minute reminder for this recurring appointment Set this recurring appointment to end after 10 occurrences.

Instruction Type(s)

Lecture, Online Education Lecture