

Outlook 2010 Standard Topics

Calendar – Display
Change the Calendar view
Add an appointment to the Calendar
Meeting Planner
Autopick Meeting
Recurring Meetings
Contact – View
Add a contact
Print Contact List
Explore Web Page
Sort e-mail
E-Mail – Open
Forward an e-mail
Create a new e-mail message
Return Receipt
Send Message
Sent Items
Rules Wizard
Autodialer
Display a To Do List
Mark Task as Complete
Journal – Display
Journal – View Activity
Create a note
Category - Mark