

## **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

## **Outlook 2013 Intermediate Topics**

Reserve recurring time as busy
Check availability in time zone
Accept and update with time
Schedule recurring meeting
Create a meeting reminder
E-mail to all attendees
Change the Calendar view
E-mail time change
Autopick
Add an appointment to the Calendar
Autodialer
Display Contacts
Add sender to Contact list
Within Contacts create new e-mail
Create Distribution List
Search Contacts for Company Name
Add website to contact
Import Contacts from Excel
Update phone number in Contacts
Add a contact
Out of office internal
Return Receipt after opening
Show Compact view
Withdraw E-Mail
Compress Attachment
Forward an e-mail message
Search for Topic
Sort by subject
Create a new e-mail message
Category
Journal - Display
To do list
Mark task
Create Note