



Learn Online Today – Resource Summary for Microsoft Outlook 2010 for Windows

Whether you have 5 minutes or 5 hours, there are online courses, videos, reference material and books available to you that meet your needs. CU is committed to providing continuous learning and professional development opportunities for faculty and staff.

Don't have time for Training? Learn office with a game: <http://www.ribbonhero.com/>
5 Minute Makeovers with Office 2010: <http://office.microsoft.com/en-us/makeovers/>

SkillSoft Courses:

SkillSoft is your online training resource offering self-paced courses and information about instructor-led training on a variety of topics, as well as access to a vast library via the Books 24x7 program. Best of all, you can use it all at no cost.

Faculty and Staff can access SkillSoft by going to the “**CU Resource**” tab in mycuinfo.colorado.edu and clicking on “**Training**.”

Students can access SkillSoft via the “**Student**” tab in mycuinfo.colorado.edu and clicking on “**Online Learning through SkillSoft**”.

Remember you can always start a course, pause and return later to complete it.

Desktop Curricula








Navigation: *Catalog>Desktop Curricula>Microsoft Office 2010 >Outlook 2010*

Desktop Curricula

Microsoft Office 2010

Individual Microsoft Outlook 2010 courses grouped by application:

<ul style="list-style-type: none"> New Features Beginning Outlook <ul style="list-style-type: none"> Getting Started with Outlook 2010 Managing Conversations and Organizing E-Mail in Outlook 2010 Managing Attachments , Graphics, Signatures, and Autoreplies in 	<ul style="list-style-type: none"> Formatting Email and Configuring Message Options in Outlook 2010 Customizing Outlook 2010 and Managing Accounts Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010 Working with File Transfer and Folders,
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<ul style="list-style-type: none"> Outlook 2010  Outlook 2010 Social Connector and Messaging  Working with Contacts in Outlook 2010  Using Tasks, Notes , and Journal Features in Outlook 2010  Advanced Outlook 	<ul style="list-style-type: none"> Searching, and RSS Feeds Outlook 2010  Data Files, Archiving, and Send/Receive Groups in Outlook 2010  Implementing Security with Outlook 2010  Accessing Exchange Remotely and Using Forms in Outlook 2010
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Want to get Microsoft Certification?

Microsoft Certification Courses for Microsoft Office Specialist (MOS) on Microsoft Office 2010 are offered in SkillSoft. Check out Books24x7 for ***MOS 2010 Study Guide for Microsoft Work, Excel, PowerPoint, and Outlook.***

Instant References

Job Aids: Check out these condensed summaries, key points, and checklists that can serve as a guide for application of the skills learned in a course or as a later reference resource.

Microsoft Outlook 2010 Job Aids:

1. **Microsoft Office 2010 Suites** - Use this aid to see what products are included in each of the Microsoft Office 2010 Suites
2. **Redesigned and Improved Functions** - Use this job aid to review the key functions that have been redesigned or improved in terms of function accuracy.
3. **Inserting Clip Art, Shapes, and Charts** -Use this aid to learn more about adding Clip Art, shapes, and charts to e-mail messages.
4. **Modem Configuration**- Use this job aid to configure a modem for Outlook Anywhere

Don't Forget the Books

Book24x7

- Lambert, Joan and Joyce Cox. ***Microsoft Outlook Step by Step.*** Microsoft Press © 2010
- Fulton, Jennifer and Karen S. Fredricks. ***Outlook 2010 All-in-One for Dummies.*** John Wiley & Sons © 2010
- Lambert, Joan and Joyce Cox. ***MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook.*** Microsoft Press © 2010
- Bott, Ed and Carl Siechert. ***Microsoft Office 2010 Inside Out.*** Microsoft Press © 2011
- Cox, Joyce, Joan Lambert and Curtis Frye. ***Microsoft Office Professional 2010 Step by Step.*** Microsoft Press © 2011
- Hart-Davis, Guy. ***Beginning Microsoft Office 2010.*** Apress © 2010

Mentoring

- Skillsoft Mentors are available to help students in their studies for exam 77-884 Outlook 2010. You can reach them by entering a mentor Chat Room or by using the E-mail My Mentor service.

Other Helpful Resources

Outlook 2010 Quick Reference Guide: <http://oit.colorado.edu/sites/default/files/outlook.pdf>

Outlook 2010 Instructions /Tutorials: <http://oit.colorado.edu/services/e-mail-calendaring/exchange/help/e-mail-programs/outlook-2010>

Exchange – Outlook Web App (OWA) Tutorials: <http://oit.colorado.edu/services/e-mail-calendaring/exchange-2007/help/web-access>

Exchange Resource- Accounts: <http://oit.colorado.edu/services/e-mail-calendaring/exchange/help/accounts/resources>

Custom Guides: MS Office 2010 Quick Reference Sheets:

<http://www.customguide.com/computer-training/quick-references>

Make the change to Outlook 2010: <http://office.microsoft.com/en-us/outlook-help/make-the-switch-to-outlook-2010-RZ101809884.aspx>

Discontinued features and modified functionality in Outlook 2010:

<http://office.microsoft.com/en-us/outlook-help/discontinued-features-and-modified-functionality-in-outlook-2010-HA010354944.aspx?CTT=3>

What's new in Microsoft Outlook 2010: <http://office.microsoft.com/en-us/outlook-help/what-s-new-in-microsoft-outlook-2010-HA010354412.aspx?CTT=5&origin=HA010370219>

Changes in Outlook 2010: <http://technet.microsoft.com/en-us/library/cc179110.aspx>

MS Office 2010 Frequently Asked Questions: <http://office.microsoft.com/en-us/products/office-2010-frequently-asked-questions-HA101674631.aspx>

Video: Take a tour of Outlook 2010: <http://office.microsoft.com/en-us/outlook-help/video-take-a-tour-of-outlook-2010-VA102057878.aspx?CTT=3>

Outlook 2010: <http://office.microsoft.com/en-us/outlook/>

Download Office 2010 training: <http://office.microsoft.com/en-us/powerpoint-help/download-office-2010-training-HA101901726.aspx?CTT=1>

Microsoft Outlook 2010 Training: <http://office.microsoft.com/en-us/outlook-help/CH010371352.aspx>

Best Practices for Outlook 2010: <http://office.microsoft.com/en-us/outlook-help/best-practices-for-outlook-2010-HA102459562.aspx?CTT=1>

Getting Started with Microsoft Office 2010 Videos: <http://office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx?CTT=97>

Getting Started with Outlook 2010: <http://office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx?CTT=97>

Getting started with Outlook 2010: <http://office.microsoft.com/en-us/outlook-help/getting-started-with-outlook-2010-HA010370219.aspx?CTT=3>

Answers: http://answers.microsoft.com/en-us/office/forum/outlook-office_2010?page=1&sort=ViewCount&dir=Desc

Microsoft Office 2010 features and benefits: <http://office.microsoft.com/en-us/products/office-2010-features-and-benefits-HA101812297.aspx>

Outlook skills builder (from using tasks and reminders and customizing your inbox view- get the most out of Outlook with this video training series): <http://office.microsoft.com/en-us/outlook/outlook-skills-builder-FX102757416.aspx>

Outlook help and how-to: <http://office.microsoft.com/en-us/support/>

Microsoft Outlook 2010: Interactive menu to ribbon guide: <http://office.microsoft.com/en-us/outlook-help/learn-where-menu-and-toolbar-commands-are-in-office-2010-and-related-products-HA101794130.aspx>

Microsoft Outlook 2010 quick reference card: <http://customguide.com/wp-content/themes/customguide/pdf/gr/outlook-quick-reference-2010.pdf>

Transition to the Office Ribbon: <http://office.microsoft.com/en-us/support/office-ribbon-find-commands-FX101851541.aspx>

Basic Tasks in Outlook 2010: <http://office.microsoft.com/en-us/outlook-help/basic-tasks-in-outlook-2010-HA101829999.aspx>

Video: Simplify repetitive actions with Quick Steps:

Calendar I: Outlook calendar basics: <http://office.microsoft.com/en-us/outlook-help/calendar-i-outlook-calendar-basics-RZ010100073.aspx>

Share an Outlook calendar with other people: <http://office.microsoft.com/en-us/outlook-help/share-an-outlook-calendar-with-other-people-HA010354420.aspx>

View calendars side-by-side or overlaid: <http://office.microsoft.com/en-us/outlook-help/view-calendars-side-by-side-or-overlaid-HA010354941.aspx?CTT=1>

Create, view, or delete a calendar group: <http://office.microsoft.com/en-us/outlook-help/create-view-or-delete-a-calendar-group-HP010356480.aspx?CTT=1>

Send Out of Office notices automatically with an Exchange account:
<http://office.microsoft.com/en-us/outlook-help/send-out-of-office-notices-automatically-with-an-exchange-account-HP010354937.aspx?CTT=1>

Create tasks and to-do items: <http://office.microsoft.com/en-us/outlook-help/create-tasks-and-to-do-items-HA010354415.aspx>

Change the appearance of tasks: <http://office.microsoft.com/en-us/outlook-help/change-the-appearance-of-tasks-HA010355591.aspx?CTT=3>

Change the font, size, or color for overdue or completed tasks:
<http://office.microsoft.com/en-us/outlook-help/change-the-font-size-or-color-for-overdue-or-completed-tasks-HA102063333.aspx?CTT=3>

Create and track assigned tasks: <http://office.microsoft.com/en-us/outlook-help/create-and-track-assigned-tasks-HA010355069.aspx?CTT=3>

View your tasks: <http://office.microsoft.com/en-us/outlook-help/view-your-tasks-HA010354416.aspx?CTT=3>

Customize tasks to help manage your to-dos: <http://office.microsoft.com/en-us/help/customize-tasks-to-help-manage-your-to-dos-HA010358126.aspx?CTT=3>

Show all tasks that are marked complete: <http://office.microsoft.com/en-us/outlook-help/show-all-tasks-that-are-marked-complete-HA010355602.aspx?CTT=3>

Import Contacts: <http://office.microsoft.com/en-us/outlook-help/import-contacts-HA101870645.aspx>

Add people to the Address Book: <http://office.microsoft.com/en-us/outlook-help/add-people-to-the-address-book-HA010354990.aspx?CTT=3>

Add or remove and email contact: <http://office.microsoft.com/en-us/outlook-help/add-or-remove-an-email-account-HA010354414.aspx>

Can't find that email message? These three tips can help: <http://blogs.office.com/b/microsoft-outlook/archive/2010/11/12/can-t-find-that-email-message-these-three-tips-can-help.aspx>

Conquer Inbox clutter: <http://office.microsoft.com/en-us/outlook/conquer-inbox-clutter-HA102479812.aspx>

Manage email messages by using rules: <http://office.microsoft.com/en-us/outlook-help/manage-email-messages-by-using-rules-HA010355682.aspx>

Save Face at Work with Outlook, 15 tips for being more secure, more organized, and less embarrassed on the job: <http://office.microsoft.com/en-us/outlook/15-essential-tips-to-get-the-most-out-of-outlook-FX102628187.aspx>

View email messages by Conversation: <http://office.microsoft.com/en-us/outlook-help/view-email-messages-by-conversation-HA010362041.aspx>

Manage email messages by rules: <http://office.microsoft.com/en-us/outlook-help/manage-email-messages-by-using-rules-HA010355682.aspx>

Clean up Redundant Message: <http://office.microsoft.com/en-us/outlook-help/use-conversation-clean-up-to-eliminate-redundant-messages-HA101867736.aspx>

Outlook 2010 Templates: <http://office.microsoft.com/en-us/templates/results.aspx?qu=outlook&av=zol140&queryid=11e526ea%2D711a%2D482a%2Db>

Allow someone else to manage your email calendar: <http://office.microsoft.com/en-us/outlook-help/allow-someone-else-to-manage-your-mail-and-calendar-HA010075081.aspx>

Manage another person's mail and calendar items: <http://office.microsoft.com/en-us/outlook-help/manage-another-person-s-mail-and-calendar-items-HA010075092.aspx?CTT=3>

Microsoft Office 2010 Training: <http://office.microsoft.com/en-us/training-FX101782702.aspx>
(Contains a Video Series and quick reference cards on Word, PowerPoint, Excel, Access, Visio, Project and Outlook)

Microsoft Outlook 2010 Training Courses: <http://office.microsoft.com/en-us/outlook-help/CH010371352.aspx>

Sample Courses (contains 20+ courses):

Get familiar with the Outlook Calendar: <http://office.microsoft.com/en-us/outlook-help/get-familiar-with-the-outlook-calendar-RZ101863385.aspx>

Send Automatic Replies when you're away: <http://office.microsoft.com/en-us/outlook-help/send-automatic-replies-when-you-re-away-RZ101863387.aspx>

Outlook 2010 keyboard shortcuts I: Email: <http://office.microsoft.com/en-us/outlook-help/outlook-2010-keyboard-shortcuts-i-email-RZ102746903.aspx?CTT=1>

Outlook 2010 keyboard shortcuts II: Calendar, contacts, tasks: <http://office.microsoft.com/en-us/outlook-help/outlook-2010-keyboard-shortcuts-ii-calendar-contacts-tasks-RZ102746902.aspx?CTT=1>

Outlook 2010 keyboard shortcuts III: Alt key shortcuts: <http://office.microsoft.com/en-us/outlook-help/outlook-2010-keyboard-shortcuts-iii-alt-key-shortcuts-RZ102761092.aspx?CTT=1>

Use e-mail signatures in Outlook 2010: <http://office.microsoft.com/en-us/outlook-help/use-e-mail-signatures-in-outlook-2010-RZ102000409.aspx>

Save time with templates in Outlook: <http://office.microsoft.com/en-us/outlook-help/save-time-with-templates-in-outlook-RZ102644316.aspx?CTT=1>

Delegate Access (Video by Brainstorm): <http://www.brainstorminc.com/microsoft-office-com-help.aspx?file=outlook14%5F20>

Microsoft Outlook is a program for managing information that will help you to coordinate e-mail messages, calendars, contacts and tasks. This course will provide you with an opportunity to learn how to send, receive and organize messages. You will familiarize yourself with the Outlook folders. Lessons. Introduction to Outlook. Reading e-mails and creating new ones. E-mail content editing.