



## 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](http://mycuinfo.colorado.edu) and clicking on “**Training**.”

Students can access SkillSoft via the “**Student**” tab in [mycuinfo.colorado.edu](http://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"> <li> New Features</li> <li> Beginning Outlook               <ul style="list-style-type: none"> <li> Getting Started with Outlook 2010</li> <li> Managing Conversations and Organizing E-Mail in Outlook 2010</li> <li> Managing Attachments , Graphics, Signatures, and Autoreplies in</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li> Formatting Email and Configuring Message Options in Outlook 2010</li> <li> Customizing Outlook 2010 and Managing Accounts</li> <li> Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010</li> <li> Working with File Transfer and Folders,</li> </ul>
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<ul style="list-style-type: none"> <li>Outlook 2010</li> <li> Outlook 2010 Social Connector and Messaging</li> <li> Working with Contacts in Outlook 2010</li> <li> Using Tasks, Notes , and Journal Features in Outlook 2010</li> <li> Advanced Outlook</li> </ul>	<ul style="list-style-type: none"> <li>Searching, and RSS Feeds Outlook 2010</li> <li> Data Files, Archiving, and Send/Receive Groups in Outlook 2010</li> <li> Implementing Security with Outlook 2010</li> <li> Accessing Exchange Remotely and Using Forms in Outlook 2010</li> </ul>
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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](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>

Summary. You use Microsoft Outlook every day. Why not use it faster, better, smarter? Find Tips On: Customizing Outlook to fit your needs Identifying important messages fast Ignoring redundant or annoying messages Setting up automatic e-mail replies Creating contact groups Outlook automation Locating old items and much, much more. Are You Ready To Work Smarter Not Harder? Download now and get control of your Inbox TODAY! Scroll to the top of this page and click the 'buy button'. Read on the Scribd mobile app. In this Microsoft Outlook 2010 course learn with Alison about using the popular emailing and personal information management application. The Microsoft Outlook online course begins by showing you the reasons why you should make the switch to Outlook 2010 from previous versions of the software. You will learn how to navigate the ribbon and understand the different tasks that it can be used for. You will then learn how to create, manage, and organize your email, calendar, contacts, and tasks. The course will also show you how to enrich your email with attachments and business cards. One of the most important features of Microsoft Outlook mail is the conversation view for eliminating excess emails in your inbox. This course will co