

Discover

Microsoft® Outlook 2010



Microsoft® Outlook 2010 offers premium business & personal e-mail management tools that enable you to stay productive & in-touch with your personal and business networks. The Discover Microsoft® Outlook 2010 tutorial consists of three self-paced lessons. Gain “hands-on” experience with Outlook 2010 in an engaging simulated environment and discover how to manage email, connect with people, and access vital information from practically anywhere.

Benefits

- Learn how to manage large volumes of email and multiple email accounts, customize common tasks into single click commands, and perform searches to easily locate items.
- Enjoy the flexibility of self-paced on demand training.

Microsoft® Outlook 2010 Courseware

Discover Microsoft® Outlook 2010

L1: Managing Email

L2: Managing Contacts

L3: Tasks, Notes & The Calendar

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