

**Email:** Examine the Email ribbon options Home, Send/Receive, Folder, View, Help.

## Email Home Ribbon

- New Email/ New Items.
- Adding Zoom Meeting ADD-Ins.
- Delete options.
- Respond options.
- Using Quick Steps.
- Move options.
- Using Tag options.
- Creating Groups.
- Using Find options.

## Email Send/Receive Ribbon

- Send & Receive options.
- Download options.
- Server options.
- Preferences options.

## Email Folder Ribbon

- New folder and action options.
- Clean up options.
- Setting folder properties and permissions.

## Email View Ribbon

- Changing view settings.
- Using Arrangement options.
- Using different Layout options.

## Creating Email Messages

- Using Message options.
- Using Insert options.
- Formatting Text options.
- Review options.

**Calendar:** Examine the Calendar ribbon options, Home, Send/Receive, Folder, View, Help.

- Scheduling new appointments.
- Scheduling a Meeting.
- New Teams Meeting.
- Arranging calendar views.

## Contacts

- Creating new Contacts.
- Creating New Groups.
- Viewing contacts options.

## Tasks

- Creating Tasks.
- Managing tasks.
- Updating tasks.
- Task options.

**SOFTWARE SKILLS**  
TRAINING

## COURSE OVERVIEW

You will learn how to:

- Use the Email and examine ribbon options: Home, Send and Receive, Folder, View and Help
  - Create email messages
- Use the Calendar and examine ribbon options: Home, Send and Receive, Folder, View and Help
  - Use the contacts features
  - Create and manage tasks

Level:  
1

Duration:  
3 hours

