



## 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/>

**SkillsSoft Courses:** 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:

New Features

Beginning Outlook

Getting Started with Outlook 2010

Managing Conversations and Organizing E-Mail in Outlook 2010

Managing Attachments , Graphics, Signatures, and Autoreplies in 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

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, 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

## 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>

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

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

**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>

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

**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)

**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>

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

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

**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>

**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>

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