

## **CMSY-127 Microsoft Outlook**

After successful completion of this course, students will be able to use Microsoft Outlook to send and receive e-mails, organize schedules and events, and maintain contact lists, to-do-lists, and notes. All of the work (except tests) may be done outside of class if student has compatible software.

<b>Credits</b>	1
<b>Prerequisites</b>	None
<b>Fees</b>	This course has fees totaling \$10.00.
<b>Instructor</b>	Cathy Sutton
<b>Office</b>	ELB-301
<b>Technology Classroom</b>	
<b>Phone</b>	(410) 772-4876
<b>Email</b>	<a href="mailto:csutton@howardcc.edu">csutton@howardcc.edu</a>

[Registered Students](#) | [Overall Course Objectives](#) | [Major Course Topics](#) | [Course Format](#) | [Orientation](#) | [Course Requirements](#) | [Materials](#) | [Exams](#) | [Audio Slide Show: Narrated Interactive Course Tour](#)

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### **Registered Students**

Immediately after enrolling, send Cathy Sutton an e-mail at [csutton@howardcc.edu](mailto:csutton@howardcc.edu); include your name, the semester, the course and section. You will receive specific course instructions the week classes start.

[Top of Page](#)

### **Overall Course Objectives**

Once you have completed this course you will be able to:

- Create, send, reply, forward, and print e-mail messages.
- Schedule, edit, and move appointments.
- Schedule events and meetings.
- Change calendar options; customize calendar view.
- Add, edit, delete, find, sort, filter, and print contacts.
- Add, update, delete, assign, accept, and group tasks.
- Create, edit, group, and print notes
- Create, change and print journal entries.
- Integrate Outlook with other Office programs and the Internet.
- Customize forms, menus, toolbars, and the Navigation Pane.

[Top of Page](#)

### **Major Course Topics**

- E-Mail
  - Creating, sending, reading, deleting, and replying to messages
  - Creating a new entry in an address book
  - Creating a signature

- Filtering, finding, and sorting messages
- Organizing messages into folders
- Changing message options
- **Tasks and schedules**
  - Scheduling appointments and recurring appointments
  - Changing calendar options and view
  - Editing and moving appointments
  - Scheduling events and meetings
  - Creating, editing, and customizing notes
  - Creating and assigning tasks
- **Contacts**
  - Adding, editing, deleting, finding, filtering, and printing contacts
  - Adding a new category to the Master Category List
  - Grouping contacts by category
  - Creating and using a Contacts folder
- **Integration and the Internet**
  - Creating and printing journal entries
  - Importing and exporting files
  - Viewing Web pages
- **Customize**
  - Customizing, testing, and publishing forms
  - Creating mail templates
  - Configuring Outlook options
  - Customizing the Navigation Pane
  - Customizing menus and toolbars

[Top of Page](#)

## Course Format

This course:

- Is not self-paced. However, you may accelerate your pace so that you may finish the course in fewer than 14 weeks.
- Does not require on-campus meetings. However, this course does require on-campus attendance for tests. Tests may be taken during any open hours in the Office Technology classroom. Please note, however, that all CMSY-127 online students are welcome to come to the Office Technology classroom to do classwork and/or to get personal help from an instructor.
- Does not require real-time chats.
- Uses email for communication.

[Top of Page](#)

## Orientation

This course does not have a face-to-face orientation. You will receive detailed course information the week classes start.

[Top of Page](#)

## Course Requirements

- Review the [“Checklist for Registered Students”](#) section of the Distance Learning Homepage.

- There are no formal prerequisites for the course. To be successful in this course, however, you should be familiar with the Windows environment and file management (creating, saving, copying, etc., files).
- Install Microsoft Outlook 2003 on your computer.
- Come to the college periodically to take both written and computer tests, which have deadlines for completion.
- Complete three homework assignments.

[Top of Page](#)

## Materials

### Required:

Romer, Robin. *New Perspectives on Microsoft Office Outlook 2003 Introductory*. Course Technology.

- Buy your textbooks from our online [Bookstore](#), or visit our [Bookstore](#). ([Maps](#))

### Technical Requirements:

Review the Technical Requirements link above. The course requires

- Internet Explorer or
- Netscape

[Top of Page](#)

## Exams

For purposes of verification and assessing learning outcomes, this course has six exams, which have deadlines for completion. The exams must be taken at the college during any open hours in the Office Technology classroom. There are three theory exams (written) and three production exams (taken on the computer).

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*If you have any questions or comments about this course, please send a message to Cathy Sutton, [csutton@howardcc.edu](mailto:csutton@howardcc.edu).*

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[Top of Page](#) | [Online Courses Home](#) | [Distance Learning Home](#) | [HCC Home](#)