



## LESSON 1 - GET STARTED

### TUTORIALS

#### 1A Navigaton Pane

*Worksheet*

*Video*

#### 1B Status Bar

*Worksheet*

*Video*

#### 1C Reading Pane

*Worksheet*

*Video*

#### 1D Conversations

*Video*

### STUDENT CHECKLIST

1. Recognize the sections of the Microsoft Outlook window.
2. Understand the function of basic folders:  
*Inbox, Calendar, Contacts, Outbox, Drafts, Junk E-Mail, and Tasks.*
3. View, expand or collapse all mail accounts.
4. Verify connectivity to the mail account connected to Outlook.