Virginia Western Community College
AST 155
Introduction to Desktop Information Management
Microsoft Outlook 2019

Prerequisites
None

Course Description
Teaches desktop information management to organize schedules through the calendar. Students learn how to manage electronic messages, appointments, contacts, tasks, and files. Students prepare for Microsoft Office Specialist (MOS) Outlook 2019 certification exam.

Semester Credits: 1   **Lecture Hours: 1**   **Lab/Clinical/Internship Hours: 0**

Required Materials

Textbook:

Microsoft Outlook 365 Complete: In Practice, 2019 Create Edition by Nordell McGraw-Hill. ISBN: 9781264004935.

Other Required Materials:
USB/Flash Drive

Required Software for This Course:

Microsoft Office 365/2019
Please go to the following Virginia Western website to download Microsoft Office 365 ProPlus if you need it:
http://virginiawestern.edu/iet-services/student-tutorials-training/microsoft-office-365-proplus-for-students/
You will then click on http://office.vccs.edu/
The login will be your full MyVWCC e-mail address (e.g. student123@email.vccs.edu) and your password is your MyVWCC password.

Course Outcomes
At the completion of this course, the student should be able to:

- Manage email messages using Outlook 2019
- Manage calendars using Outlook 2019
- Manage contacts and personal contact information using Outlook 2019

- Create and manage tasks using Outlook 2019
- Customize Outlook 2019
- Use GMetrix to prepare for Microsoft Office Specialist (MOS) Outlook 2019 exam
- Attempt Microsoft Office Specialist (MOS) Outlook 2019 exam

Topical Description

1	Syllabus/Orientation/Create Outlook Accounts at outlook.com
2	Wrap-Up of Week 1/ GMetrix—Create Accounts/Introduction
3	Chapter 1—Overview of Email Basics Chapter 2—Email Special Features/In-Class Assignments/GMetrix
4	Chapter 3—Contacts Chapter 4—Calendar/In-Class Assignments/GMetrix
5	Chapter 5—Tasks, To-Do Items, and User Interface/In-Class Assignments/GMetrix
6	Chapter 6—Folders, Rules, Quick Steps, and Search Folders/In-Class Assignments/GMetrix
7	Chapter 7—Advanced Email Options, RSS Feeds, and Search/In-Class Assignments/GMetrix
8	Chapter 8—Advanced Contacts/In-Class Assignments/GMetrix
9	Chapter 9—Advanced Calendars and Sharing/In-Class Assignments/GMetrix
10	Chapter 10—Notes, Journal, Shortcuts, Archiving, and Security/In-Class Assignments/GMetrix
11	Outlook 2019 MOS Exam
12	Outlook 2019 MOS Exam (Retakes)

Notes to Instructors

- Students will be required to create an email account at outlook.com
- Students will be required to use this email account for all classwork pertaining to this course