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/](http://www.ribbonhero.com/)

**SkillSoft Courses:** Remember you can always start a course, pause and return later to complete it.

### Desktop Curricula

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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**


### 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 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
(Contains a Video Series and quick reference cards on Word, PowerPoint, Excel, Access, Visio, Project and Outlook)
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

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