

IN150

Foundations for Success in IT Careers

Seminar 4

AGENDA

IN150 - Seminar 4

1. Microsoft Outlook Email (1.3.14 Lab)
2. Create and Send a Message (8.2.10 Lab)
3. Reply to a Message (8.2.11 Lab)
4. Work with Calendar Items (8.4.10 Lab)
5. Work with the Calendar (8.4.6 Lab)
6. Schedule Calendar Items (8.4.9 Lab)
7. Looking Ahead

Note: Any labs we do in seminar, will still need to be done separately in the CompTIA environment to receive credit through the automatic grading system. Our coverage is to help you practice and maximize your performance for the labs.



SEND AND RECEIVE MESSAGES

- **8.2.7 Lab**



SEND AND RECEIVE MESSAGES

Purpose



The purpose of this lab is to get you familiar with the 'Send and Receive' messages functionality in Microsoft Outlook.



Note: this should be automatic if you are connected to Outlook Exchange or a Gmail account via Outlook; however, for diagnostic purposes, you may need to manually send and receive messages, which this lab will cover.



We will go through the lab here.



MICROSOFT OUTLOOK EMAIL

8.2.7 Lab

Where would you click on to pull open a drafted message?

The screenshot shows the Microsoft Outlook interface. The 'Drafts' folder is selected in the left-hand navigation pane, and a list of draft emails is displayed in the center pane. The email 'Gladys Grant Project Proposal' is highlighted. The right-hand pane shows the content of the selected email, which is a draft message from Gladys Grant to the team.

Sender	Subject	Date
Gladys Grant	Project Proposal	5/10
Anna Lopez	RMK is hiring!	5/10
Gloria Vivaldi	Sales Analysis	5/10
Ichabod Crane	Great Book	5/10
Laticia Washington	Important HR Info	5/9
Clint Yates	Shirt Size	5/9
Juan Carlos	Company Meeting	5/9
Alberto Williams	Email Hacked	5/9

Project Proposal

Hello Team,

Would you all like to discuss the proposal over lunch or would a more formal meeting this afternoon be better? Let me know which you would prefer.

Thanks!

Gladys

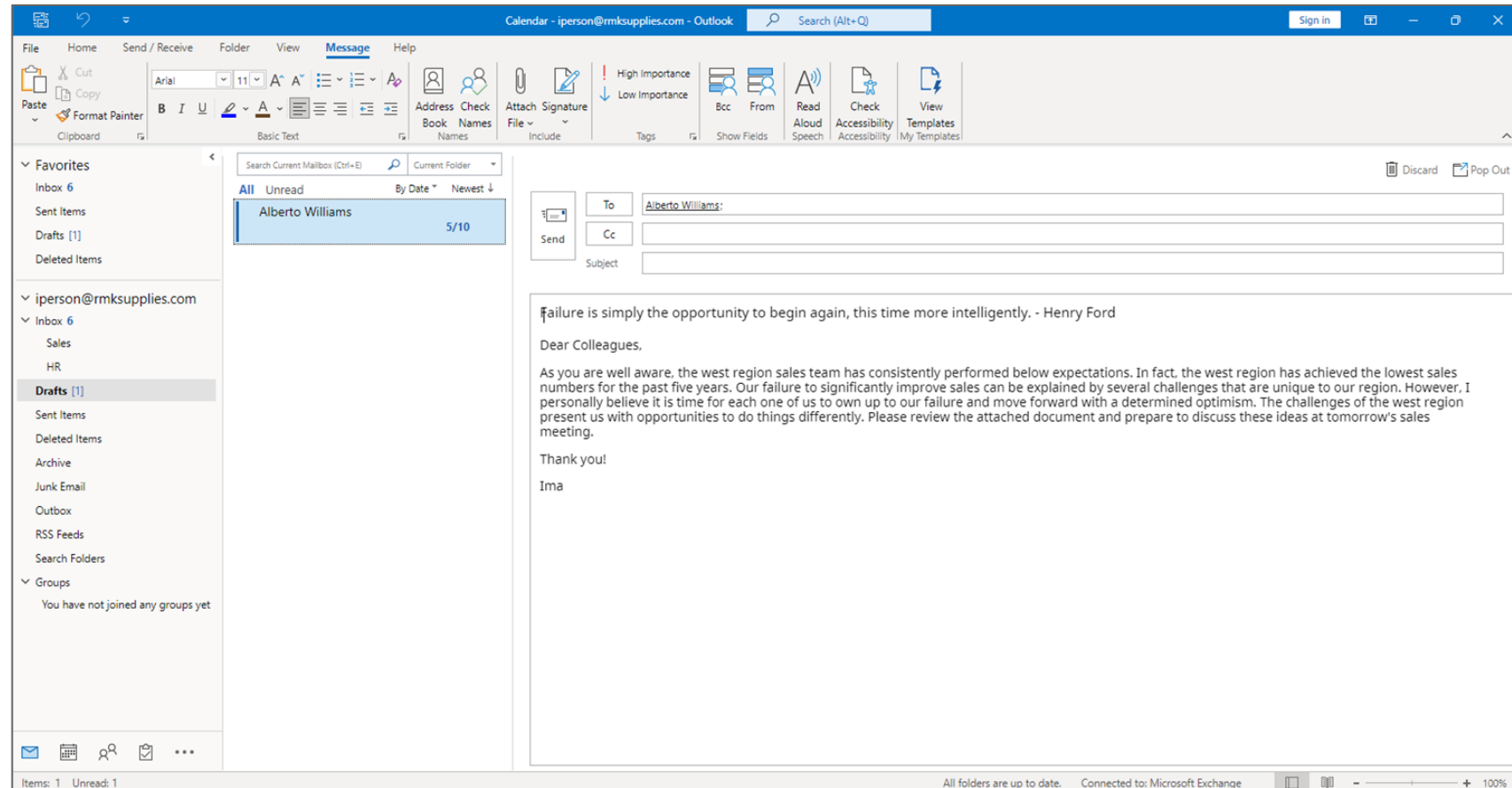
RMK Supplies
Gladys Grant | Sales Associate
GGrant@rmksupplies.com
1-212-555-0191 | Direct
212-555-0122 | Direct Fax
www.rmksupplies.com



MICROSOFT OUTLOOK EMAIL

8.2.7 Lab

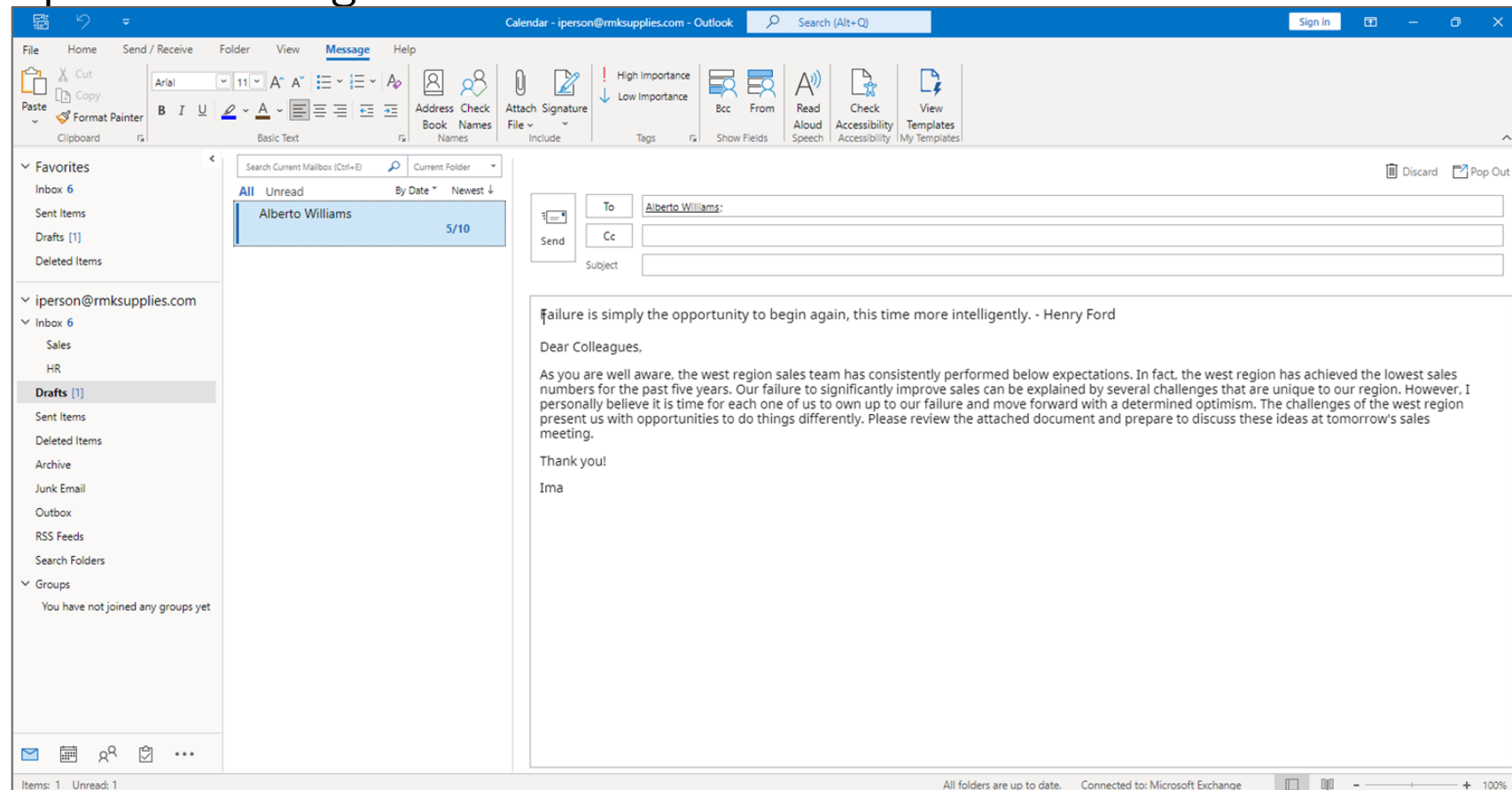
- Where would you type in the **To** line additional recipients?
- Where would you type in the **CC** line additional recipients?
- In the chat, why would someone use a CC line?



MICROSOFT OUTLOOK EMAIL

8.2.7 Lab

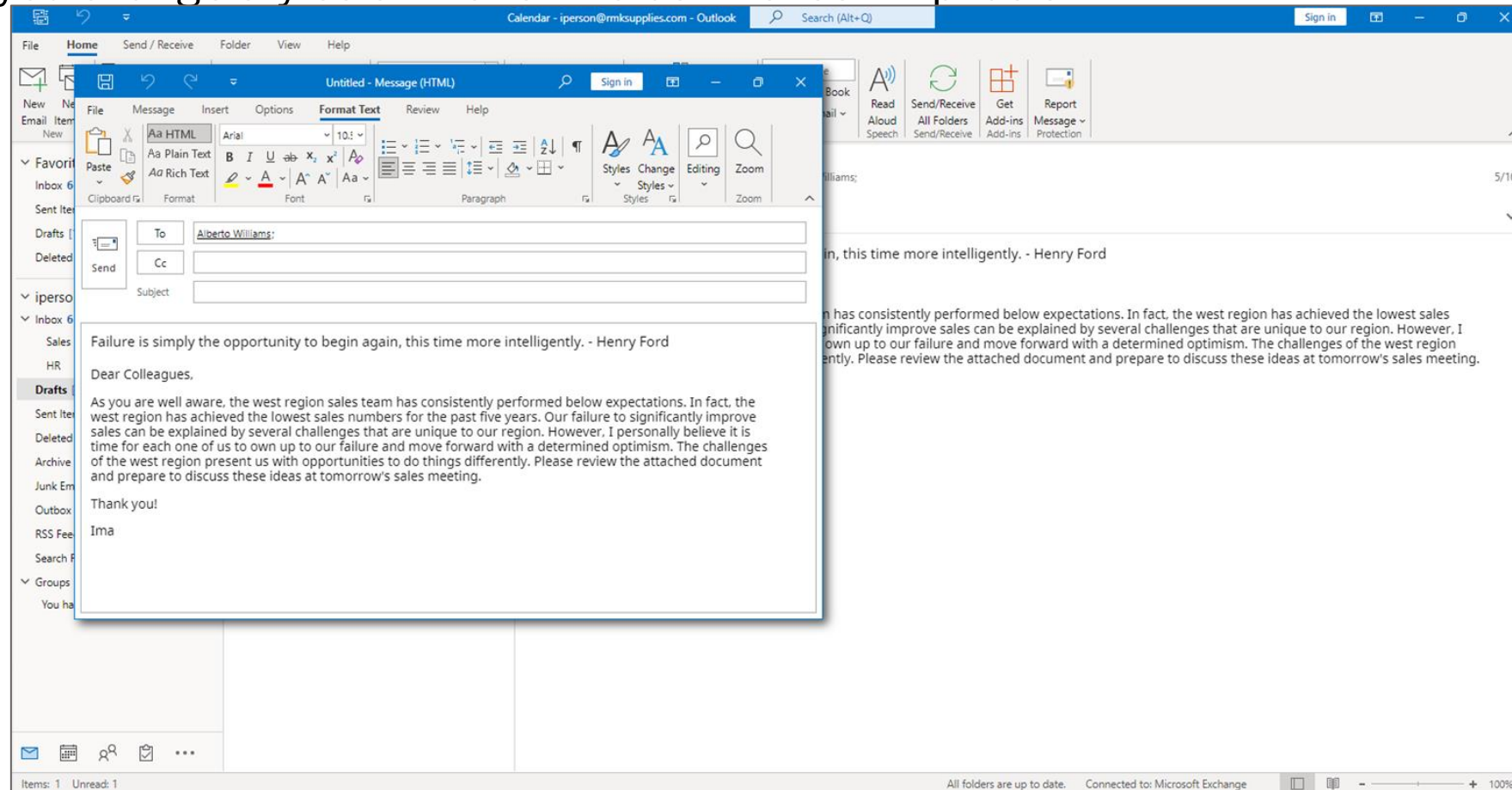
- Where would you add an attachment to the message?
- Where would you flag the message with high importance?
- How would you pop out a message?



MICROSOFT OUTLOOK EMAIL

8.2.7 Lab

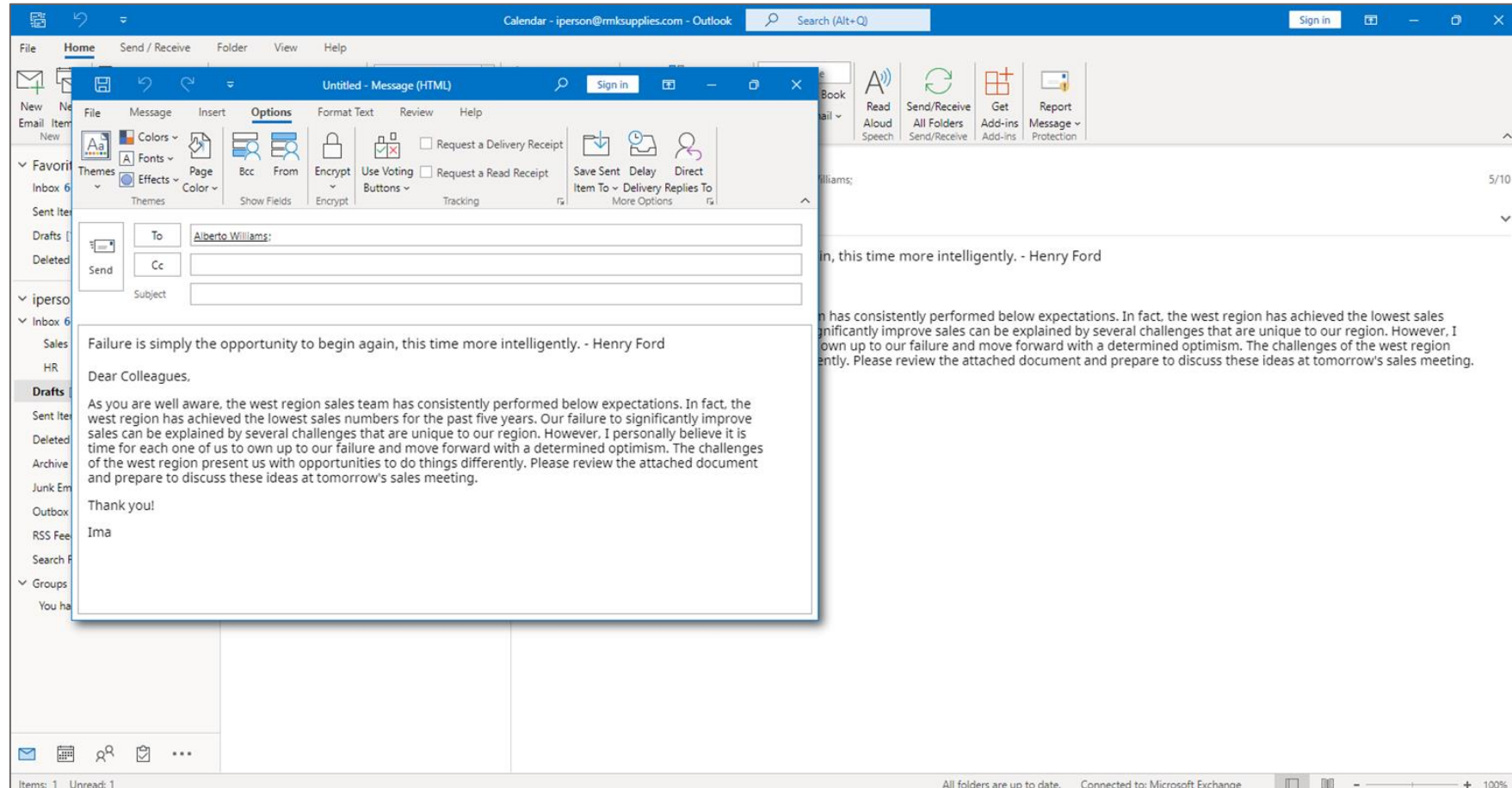
- Where can you format text?
- Where could you change styles of the text to be Intense Emphasis?



MICROSOFT OUTLOOK EMAIL

8.2.7 Lab

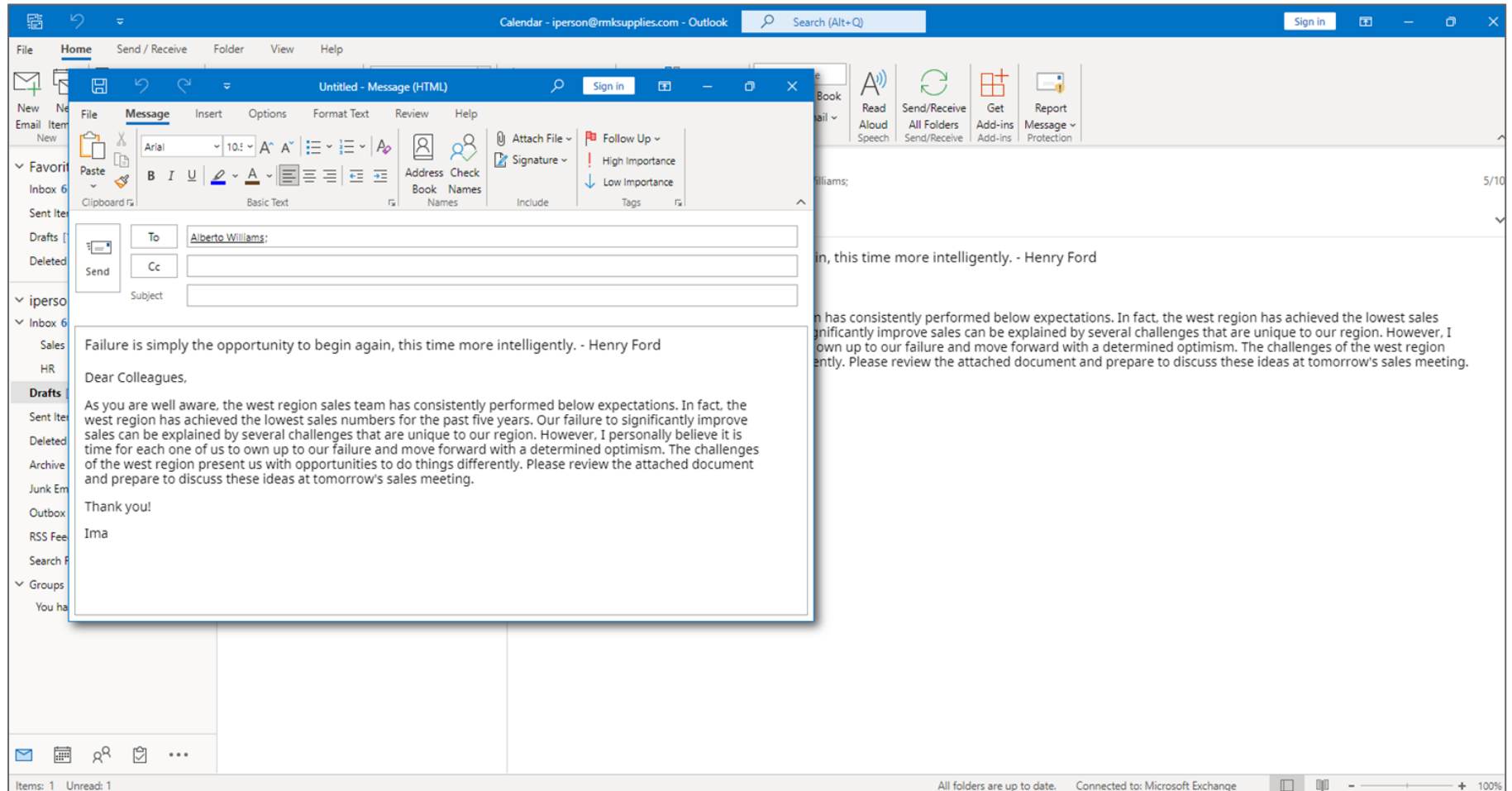
Under the Options menu, where can you change the theme/stationary of the message?



MICROSOFT OUTLOOK EMAIL

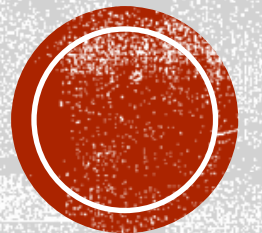
8.2.7 Lab

Under the Message menu, where can you add a signature?



REPLY TO A MESSAGE

8.2.11 Lab



REPLY TO A MESSAGE

Purpose

The purpose of this lab is to get you familiar with replying to a message, adding in hyperlinks, and signatures to a message.

We will go through the lab here.



REPLY TO A MESSAGE

Lab 8.2.11

Where do you think you would reply to Alberto's Federal Regulations message?

The screenshot shows the Microsoft Outlook interface. The top ribbon includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'Help'. The 'Home' ribbon is active, showing options like 'New Email', 'Delete', 'Archive', 'Reply', 'Forward', 'Move to?', 'Move', 'Rules', 'Send to OneNote', 'Unread/Read', 'Follow Up', 'Categorize', 'Search People', 'Address Book', 'Filter Email', 'Read Aloud Speech', 'Send/Receive All Folders', 'Get Add-ins', and 'Report Message'. The left sidebar shows the 'Favorites' pane with 'Inbox 7' selected. The main pane displays a list of emails in the 'Inbox' folder, sorted by date. The selected email is from Gladys Grant with the subject 'Project Proposal' (5/10). The right pane shows the content of this email, which is a message from Gladys Grant to a group of people (Anna Lopez, Gloria Vivaldi, James Jordan) regarding a 'Project Proposal'. The message text reads: 'Hello Team, Would you all like to discuss the proposal over lunch or would a more formal meeting this afternoon be better? Let me know which you would prefer. Thanks! Gladys'. Below the message is the signature for Gladys Grant, Sales Associate at RMK Supplies, with contact information: GGrant@rmksupplies.com, 1-212-555-0191 | Direct, 212-555-0122 | Direct Fax, and www.rmksupplies.com.

From	Subject	Date
Gladys Grant	Project Proposal	5/10
Anna Lopez	RMK is hiring!	5/10
Gloria Vivaldi	Sales Analysis	5/10
Ichabod Crane	Great Book	5/10
Laticia Washington	Important HR Info	5/9
Alberto Williams	Federal Regulations	5/9
Clint Yates	Shirt Size	5/9
Juan Carlos	Company Meeting	5/9
Alberto Williams	Email Hacked	5/9

Items: 9 | Unread: 7



REPLY TO A MESSAGE

Lab 8.2.11

Where do you think you would reply to Alberto's Federal Regulations message?

The screenshot shows the Outlook interface with the following details:

- Window Title:** Calendar - iperson@rmksupplies.com - Outlook
- Search:** Search (Alt+Q)
- Home Tab:** Includes 'Send / Receive', 'Folder', 'View', and 'Help' groups. The 'Reply' button is highlighted in the 'Folder' group.
- Left Sidebar:** Shows 'Favorites' (Inbox 6, Sent Items, Drafts, Deleted Items) and 'iperson@rmksupplies.com' (Inbox 6, Sales, HR, Drafts, Sent Items, Deleted Items, Archive, Junk Email, Outbox, RSS Feeds, Search Folders, Groups).
- Message List:**

From	Subject	Date
Gladys Grant	Project Proposal	5/10
Anna Lopez	RMK is hiring!	5/10
Gloria Vivaldi	Sales Analysis	5/10
Ichabod Crane	Great Book	5/10
Laticia Washington	Important HR Info	5/9
Alberto Williams	Federal Regulations	5/9
Clint Yates	Shirt Size	5/9
Juan Carlos	Company Meeting	5/9
Alberto Williams	Email Hacked	5/9
- Selected Message:**
 - From:** Alberto Williams (iperson@rmksupplies.com; Juan Paisano; Cecilia Winthrop; Gladys Grant)
 - Subject:** Federal Regulations
 - Attachment:** regulations.docx (43 KB)
 - Body:**

Hello team,

I found an older document that lists the federal regulations affecting the sales of office supplies. I heard something about a regulations website that might be helpful in updating this list. Do any of you know the URL?

Thanks!

Albert

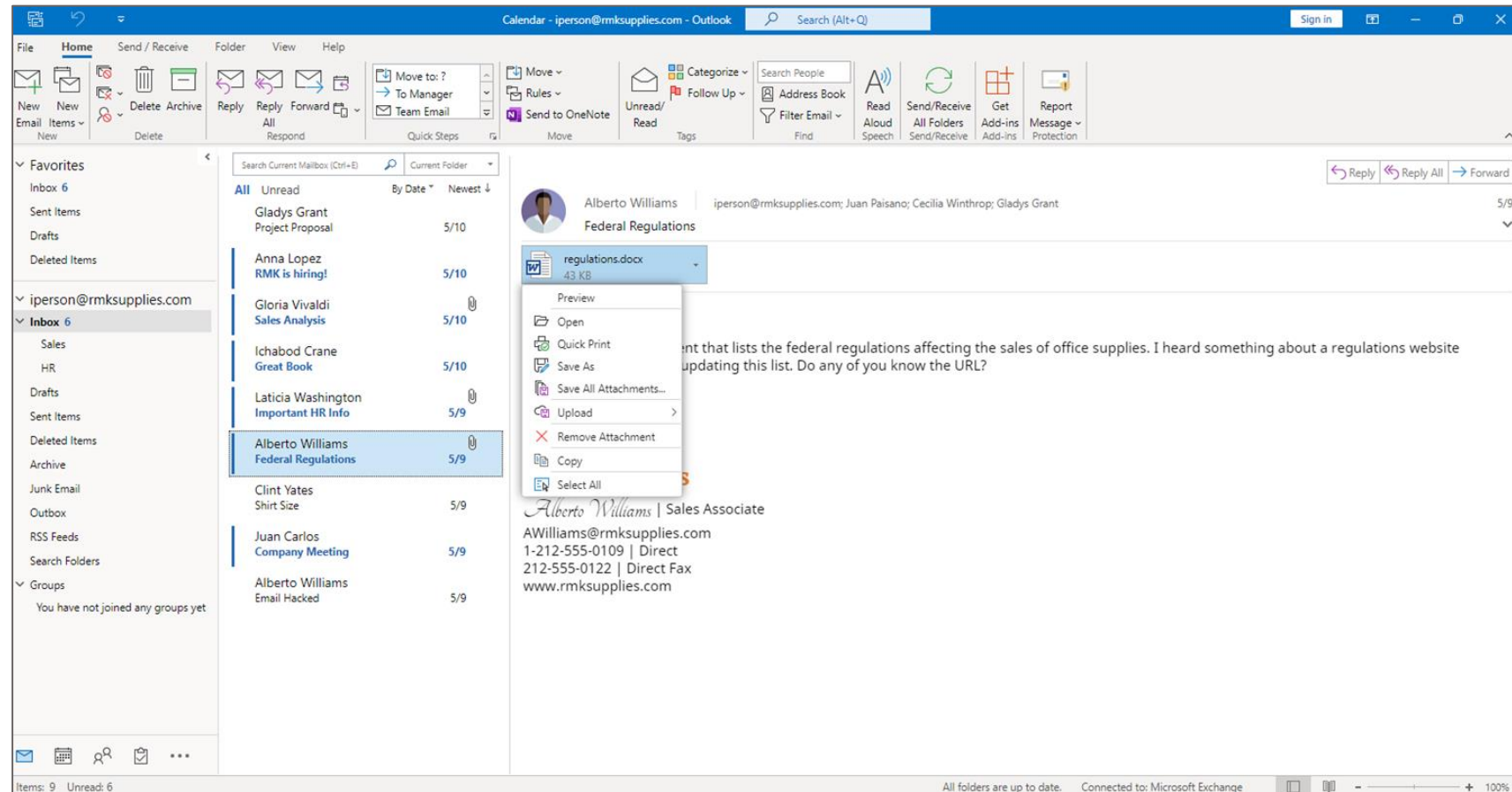
RMK Supplies
Alberto Williams | Sales Associate
AWilliams@rmksupplies.com
1-212-555-0109 | Direct
212-555-0122 | Direct Fax
www.rmksupplies.com



REPLY TO A MESSAGE

Lab 8.2.11

Where do you think you would save the attachment to your computer?



The screenshot shows the Microsoft Outlook interface. The main window displays an email from Alberto Williams (iperson@rmksupplies.com) titled "Federal Regulations". The email body contains a link to a document titled "regulations.docx" (43 KB). A context menu is open over the attachment, showing options: Preview, Open, Quick Print, Save As, Save All Attachments..., Upload, Remove Attachment, Copy, and Select All. The left sidebar shows the "Favorites" pane with "Inbox 6" selected. The "iperson@rmksupplies.com" folder is expanded, showing a list of emails. The bottom status bar indicates "Items: 9 Unread: 6" and "Connected to: Microsoft Exchange".

Sender	Subject	Date
Gladys Grant	Project Proposal	5/10
Anna Lopez	RMK is hiring!	5/10
Gloria Vivaldi	Sales Analysis	5/10
Ichabod Crane	Great Book	5/10
Laticia Washington	Important HR Info	5/9
Alberto Williams	Federal Regulations	5/9
Clint Yates	Shirt Size	5/9
Juan Carlos	Company Meeting	5/9
Alberto Williams	Email Hacked	5/9



REPLY TO A MESSAGE

Lab 8.2.11

Where do you think you would reply all to Alberto's Federal Regulations message?

The screenshot shows the Outlook interface for the account iperson@rmksupplies.com. The left sidebar shows the 'Inbox' with 6 items. The main pane displays an email from Alberto Williams (iperson@rmksupplies.com) with the subject 'Federal Regulations'. The email content includes a Word document attachment 'regulations.docx' (43 KB) and the following text:

Hello team,

I found an older document that lists the federal regulations affecting the sales of office supplies. I heard something about a regulations website that might be helpful in updating this list. Do any of you know the URL?

Thanks!

Albert

RMK Supplies
Alberto Williams | Sales Associate
AWilliams@rmksupplies.com
1-212-555-0109 | Direct
212-555-0122 | Direct Fax
www.rmksupplies.com

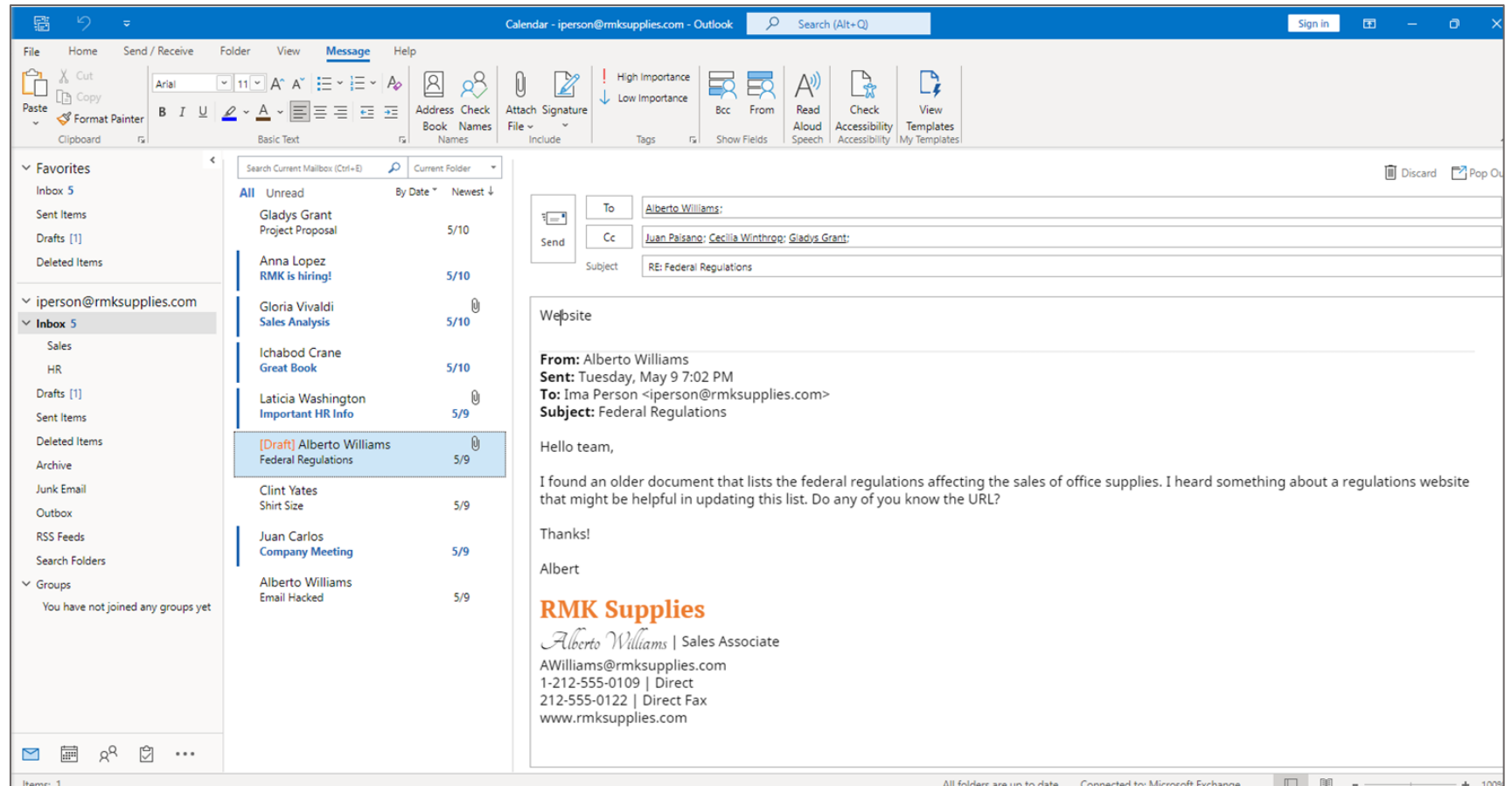
The interface also shows a list of other emails in the inbox, including 'Gladys Grant Project Proposal', 'Anna Lopez RMK is hiring!', 'Gloria Vivaldi Sales Analysis', 'Ichabod Crane Great Book', 'Laticia Washington Important HR Info', 'Clint Yates Shirt Size', and 'Juan Carlos Company Meeting'.



REPLY TO A MESSAGE

Lab 8.2.11

- How would you make 'Website' hyperlinked in the message below?
- Where would you insert your signature?



The screenshot shows the Microsoft Outlook interface. The main window displays an email draft in reply to a message. The draft's content is as follows:

Website

From: Alberto Williams
Sent: Tuesday, May 9 7:02 PM
To: Ima Person <iperson@rmksupplies.com>
Subject: Federal Regulations

Hello team,

I found an older document that lists the federal regulations affecting the sales of office supplies. I heard something about a regulations website that might be helpful in updating this list. Do any of you know the URL?

Thanks!

Albert

RMK Supplies
Alberto Williams | Sales Associate
AWilliams@rmksupplies.com
1-212-555-0109 | Direct
212-555-0122 | Direct Fax
www.rmksupplies.com

The interface also shows a list of emails in the inbox on the left, with the selected email being "[Draft] Alberto Williams Federal Regulations". The top ribbon shows the "Message" tab with various formatting and action options.





WORK WITH THE CALENDAR

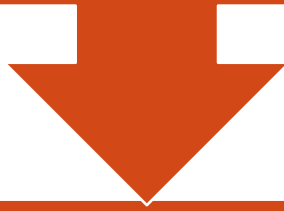
- **8.4.6 Lab**



WORK WITH THE CALENDAR

Purpose

This lab will ensure that you have achieved a basic level of competency in working with the Outlook calendar. You will practice scheduling meetings and personal appointments, creating and forwarding calendars, responding to meeting invitations, and modifying existing calendar items.



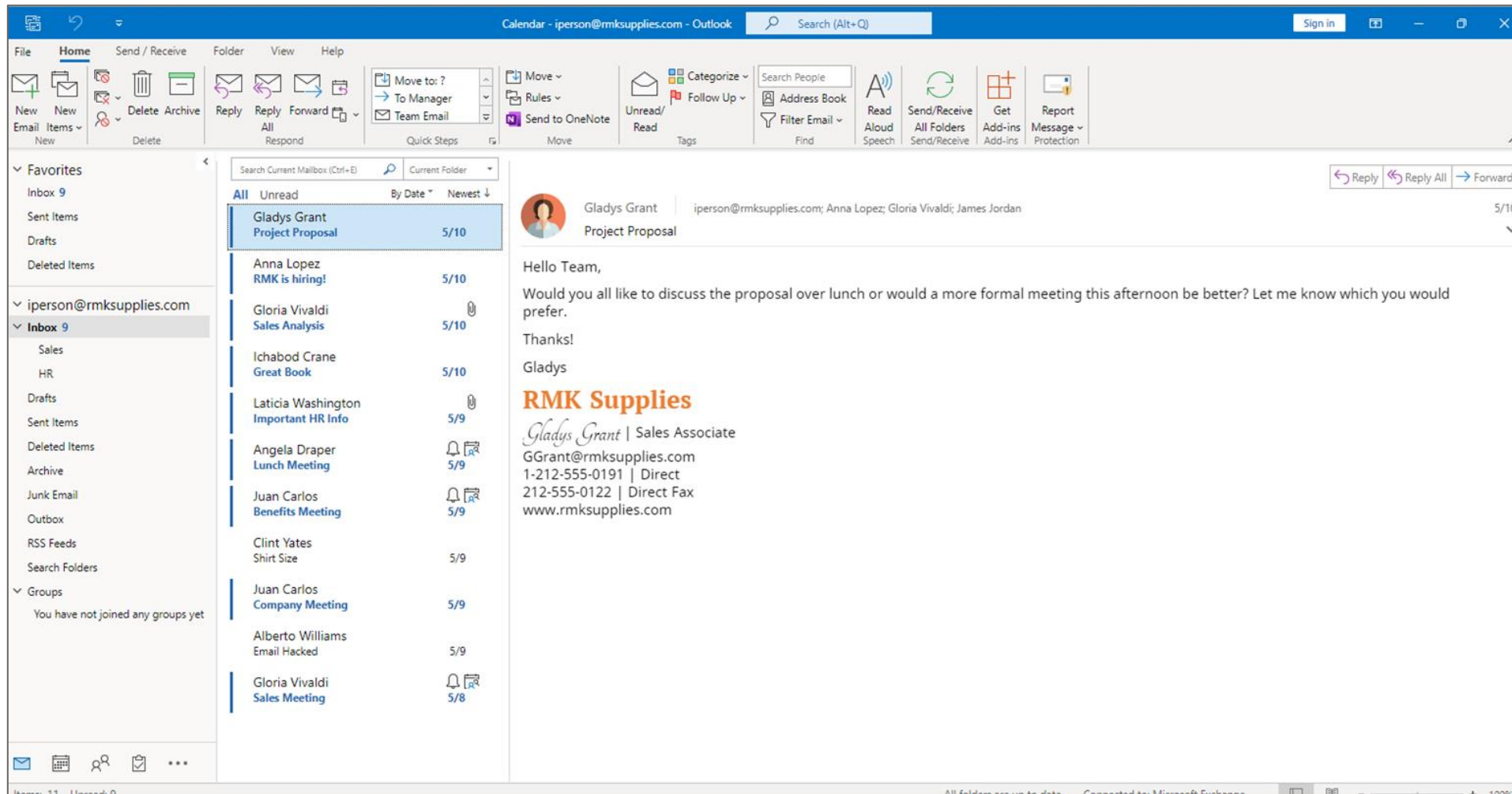
We will go through the lab here.



WORK WITH THE CALENDAR

8.4.6 Lab

What two areas could you go to create and save a personal appointment?



The screenshot shows the Microsoft Outlook interface. The top ribbon includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'Help'. The 'Home' tab is active, showing various email actions like 'New Email', 'Delete', 'Reply', and 'Forward'. The left sidebar shows the 'Favorites' pane with 'Inbox 9' selected. The main pane displays an email from Gladys Grant titled 'Project Proposal' dated 5/10. The email content reads: 'Hello Team, Would you all like to discuss the proposal over lunch or would a more formal meeting this afternoon be better? Let me know which you would prefer. Thanks! Gladys'. Below the email content is the 'RMK Supplies' logo and contact information for Gladys Grant, Sales Associate. The bottom of the screen shows the Windows taskbar with the system tray.

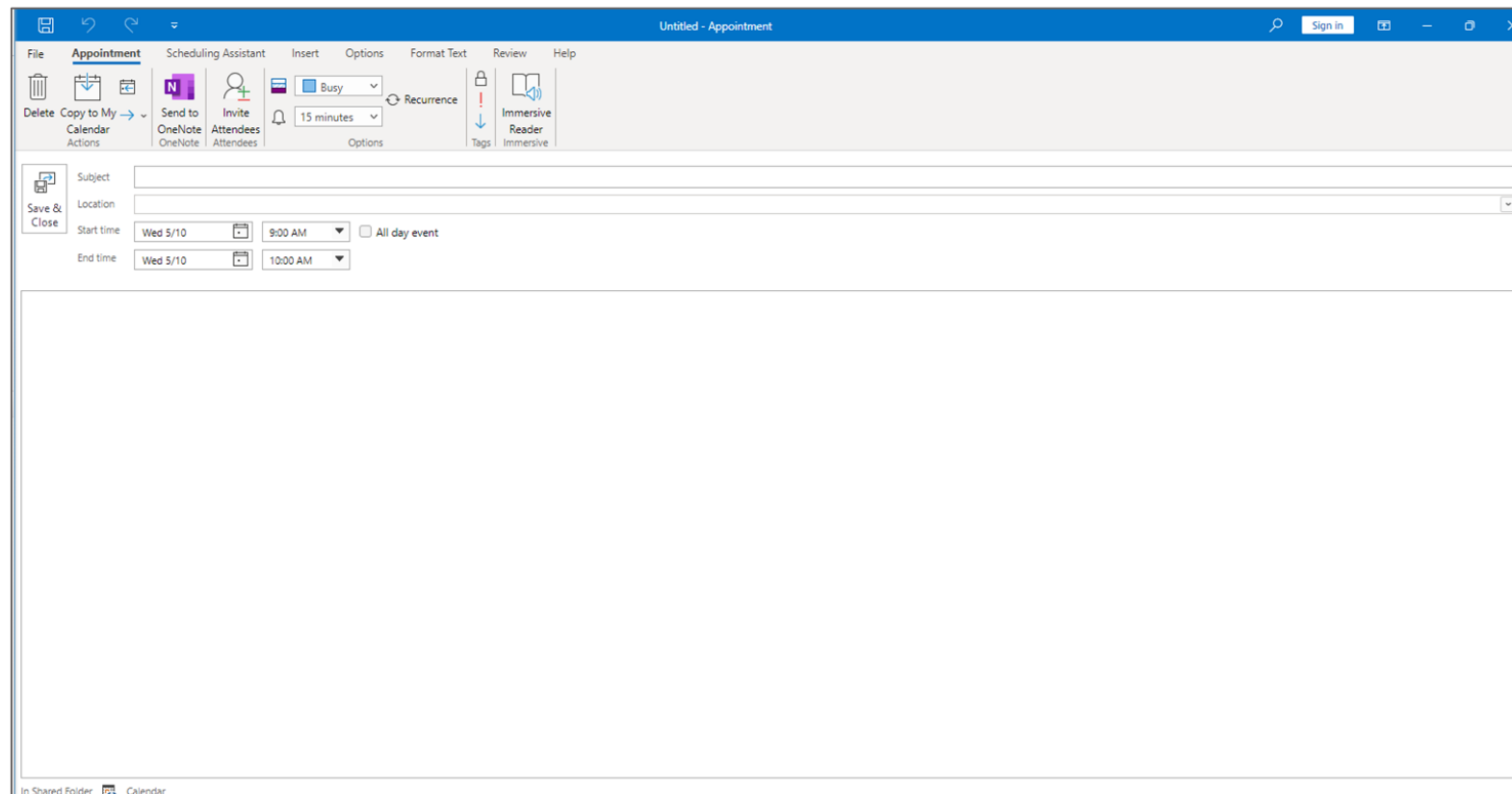
Sender	Subject	Date
Gladys Grant	Project Proposal	5/10
Anna Lopez	RMK is hiring!	5/10
Gloria Vivaldi	Sales Analysis	5/10
Ichabod Crane	Great Book	5/10
Laticia Washington	Important HR Info	5/9
Angela Draper	Lunch Meeting	5/9
Juan Carlos	Benefits Meeting	5/9
Clint Yates	Shirt Size	5/9
Juan Carlos	Company Meeting	5/9
Alberto Williams	Email Hacked	5/9
Gloria Vivaldi	Sales Meeting	5/8



WORK WITH THE CALENDAR

8.4.6 Lab

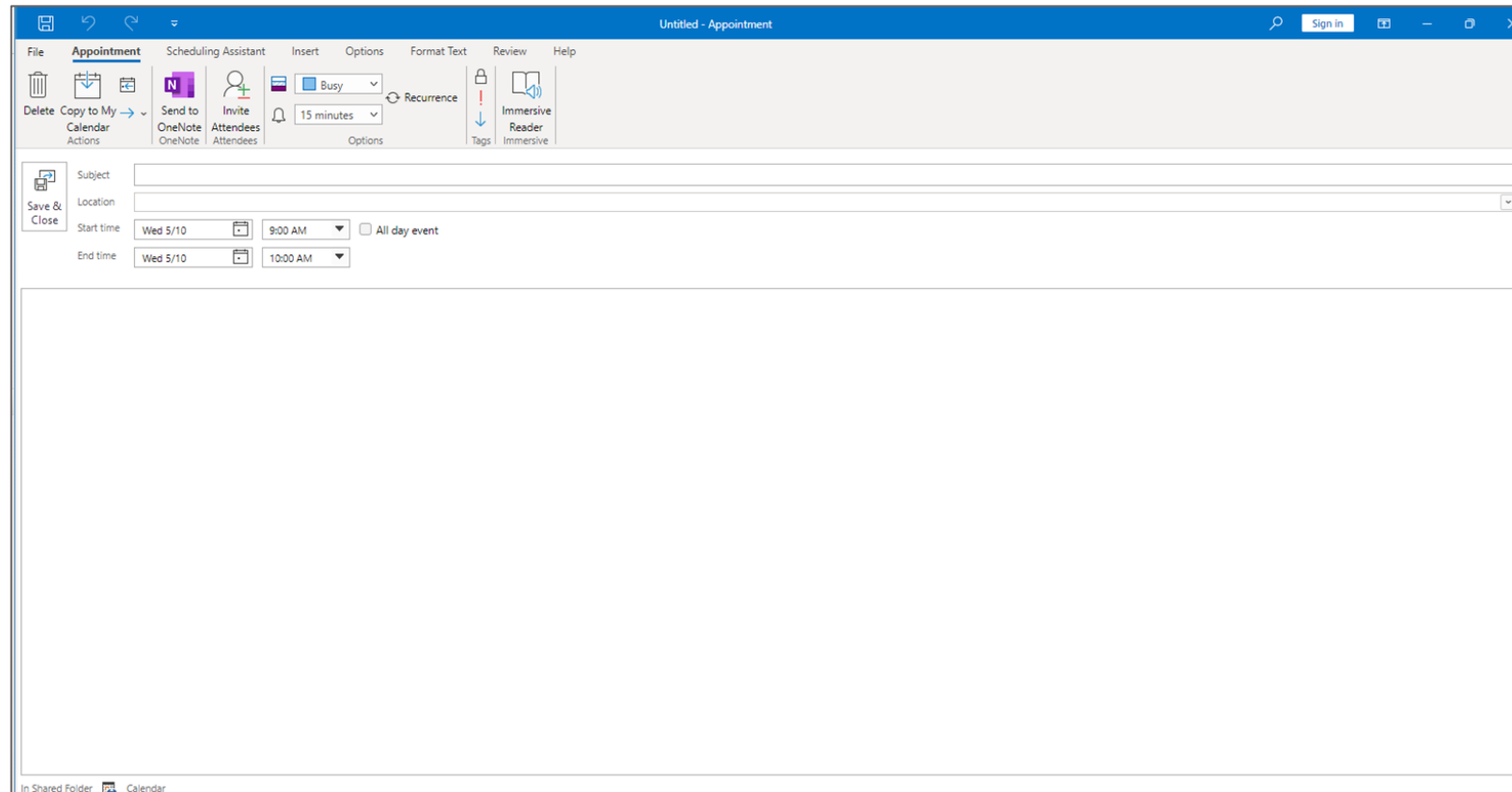
- Where can you change the date and time of the appointment?
- Where can you change the subject of the appointment?
- Where can you change the location of the appointment?
- Where can you change the reminder to be 30 minutes before the appointment.?



WORK WITH THE CALENDAR

8.4.6 Lab

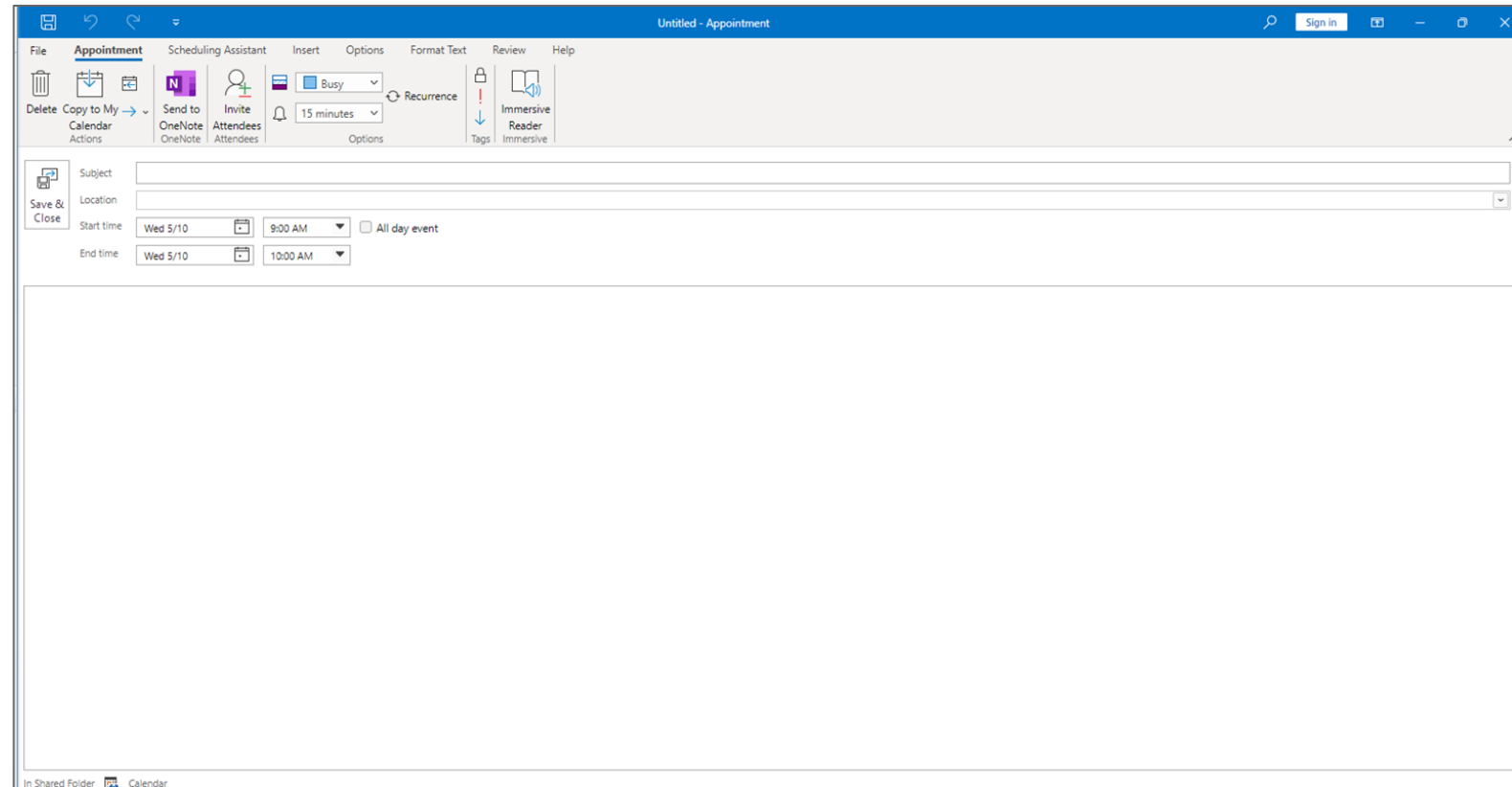
Where can you create a recurrence?



WORK WITH THE CALENDAR

8.4.6 Lab

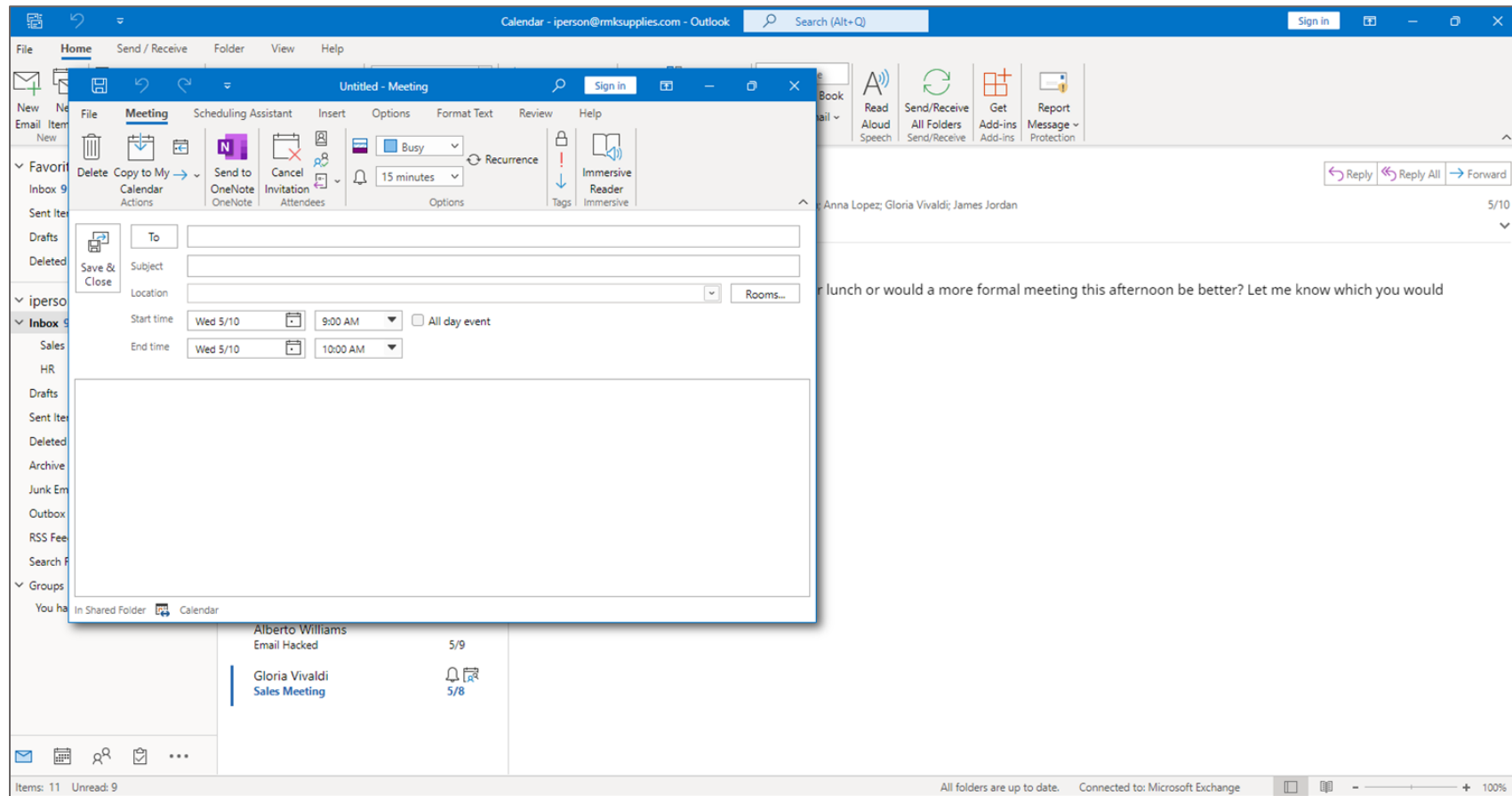
Where can you add an invitee?



WORK WITH THE CALENDAR

8.4.6 Lab

- Where can you add an invitee?
- Where can you add resources (rooms)?



WORK WITH THE CALENDAR

8.4.6 Lab

- How do you navigate to the calendar feature?
- Where can you add a calendar?

The screenshot displays the Outlook calendar application. The title bar shows the user is logged in as 'iperson@rmksupplies.com'. The ribbon includes 'Home', 'Send / Receive', 'Folder', 'View', and 'Help'. The calendar is currently in a weekly view for the week of May 7-14, 2024. The left-hand pane shows a monthly calendar for May and June 2024. The main calendar grid shows appointments for Wednesday, May 10, including 'Gym Workout', 'Development Update; Room.', 'Marketing Interlock; Room.Cc', and 'Sales & Marketing Meeting Room.Conference.Sales'. The right-hand pane shows 'My Calendars' with a 'Calendar' button. The status bar at the bottom indicates 'All folders are up to date' and 'Connected to: Microsoft Exchange'.



WORK WITH THE CALENDAR

8.4.6 Lab

Where would you determine the sharing details?

The screenshot displays the Microsoft Outlook interface. In the foreground, a 'Sharing invitation: Ima Person - Calendar - Share (HTML)' dialog box is open. The 'Share' tab is active, showing the following options:

- Request permission to view recipient's Calendar
- Allow recipient to view your Calendar
- Details: Availability only (dropdown menu)
- Time will be shown as "Free," "Busy," "Tentative," "Working Elsewhere," or "Out of Office"
- Calendar name: Ima Person - Calendar (Microsoft Exchange Calendar)

The background shows a calendar view for Washington, D.C., with the current date being Thursday, the 11th. The calendar contains several appointments, including 'Dentist', 'Professional Development Ti', 'Product Innovation; My Office', 'Workout', 'Lunch Meeting', 'Gym Workout', and 'Sales & Marketing Meeting'.



WORK WITH THE CALENDAR

8.4.6 Lab

Where would you update your RSVP status to Thursday's Sales meeting?

The screenshot displays the Outlook calendar interface for a user named 'iperson@rmksupplies.com'. The calendar is in a weekly view for the week of May 7-14, 2024. The interface includes a ribbon with tabs for File, Home, Send/Receive, Folder, View, and Help. The main calendar area shows a grid of days and times. The current day is Wednesday, May 10. The calendar shows several appointments:

- Monday, May 8:** Gym Workout (12 PM - 1 PM)
- Tuesday, May 9:** Gym Workout (12 PM - 1 PM)
- Wednesday, May 10:** Gym Workout (12 PM - 1 PM), Development Update; Room.Cc (1 PM - 2 PM), Marketing Interlock; Room.Cc (3 PM - 4 PM)
- Thursday, May 11:** Dentist (8 AM - 9 AM), Product Innovation; My Office (10 AM - 11 AM), Sales & Marketing Meeting (3 PM - 4 PM)
- Friday, May 12:** Lunch Meeting (12 PM - 1 PM), Gym Workout (1 PM - 2 PM), Professional Development Ti (8 AM - 9 AM)

The status bar at the bottom indicates 'Items: 16', 'All folders are up to date', and 'Connected to: Microsoft Exchange'.



WORK WITH THE CALENDAR

8.4.6 Lab

Where would you update your RSVP status to Thursday's Sales meeting to be tentative?

The screenshot shows the Outlook calendar interface for a user named iperson@rmksupplies.com. The calendar is set to a weekly view for the week of May 7-14, 2024. The current day is Wednesday, May 10. A meeting titled "Sales & Marketing Meeting" is scheduled for Thursday, May 11, from 3:00 PM to 4:00 PM. A context menu is open over this meeting, showing various actions including "Accept", "Tentative", "Decline", "Propose New Time", "Reply", "Reply All", "Forward", "Private", "Show As", "Categorize", "Meeting Notes", and "Delete". The "Tentative" option is highlighted, indicating the user is about to update the meeting's RSVP status.

Day	7	8	9	10	11	12	13
7 AM							
8 AM					Dentist	Professional Development Ti	
9 AM					Product Innovation; My Office		
10 AM							
11 AM							
12 PM		Gym Workout		Gym Workout			Gym Workout
1 PM				Development Update; Room.C			
2 PM							
3 PM				Marketing Interlock; Room.Cc	Sales & Marketing Meeting		
4 PM							
5 PM							
6 PM							



WORK WITH THE CALENDAR

8.4.6 Lab

- Where would you click to open a calendar invite called Benefits Meeting?
- Where would you accept the meeting without any changes?

The screenshot shows the Microsoft Outlook interface. The left sidebar displays the 'Inbox' for 'iperson@rmksupplies.com' with 8 items. The main pane shows a list of emails, with 'Juan Carlos Benefits Meeting' selected. The right pane displays the details of this meeting invite, including the sender 'Juan Carlos', the subject 'Benefits Meeting', the time 'Thursday, May 18 3:00 PM-4:00 PM', and the location 'Room.Auditorium'. The meeting body text reads: 'Hello everyone, Please join us for an informative meeting to discuss some exciting new benefits. Thanks! Juan RMK Supplies Juan Carlos | Administrative Assistant'. At the top right of the meeting details, there are buttons for 'Accept', 'Tentative', 'Decline', and 'Propose New Time'.

From	Subject	Date
Gladys Grant	Project Proposal	5/10
Anna Lopez	RMK is hiring!	5/10
Gloria Vivaldi	Sales Analysis	5/10
Ichabod Crane	Great Book	5/10
Laticia Washington	Important HR Info	5/9
Angela Draper	Lunch Meeting	5/9
Juan Carlos	Benefits Meeting	5/9
Clint Yates	Shirt Size	5/9
Juan Carlos	Company Meeting	5/9
Alberto Williams	Email Hacked	5/9
Gloria Vivaldi	Sales Meeting	5/8



WORK WITH THE CALENDAR

8.4.6 Lab

- Where would you click to modify the Gym Workout meeting?
- Where would you change the entire series?

The screenshot displays the Microsoft Outlook calendar interface. The main window shows a weekly view for May 7-14. A recurring appointment series titled "Gym Workout" is visible on Monday, Wednesday, and Friday. A dialog box titled "Open Recurring Item" is overlaid on the calendar, asking "This is one appointment in a series. What do you want to open?" with two radio button options: "Just this one" (selected) and "The entire series". The calendar interface includes a ribbon with "Appointment Series" options, a left-hand navigation pane with a calendar grid, and a right-hand pane with weather and navigation controls.





SCHEDULE CALENDAR ITEMS

- **8.4.9 Lab**



SCHEDULE CALENDAR ITEMS

Purpose

We will go through the lab here.

The purpose of this lab is to get you familiar with:

- Scheduling Assistant
- Updating Reminders



SCHEDULE CALENDAR ITEMS

8.4.9 Lab

Where is the scheduling assistant?

The screenshot displays the Microsoft Outlook interface. A 'Meeting' scheduling assistant window is open in the foreground, titled 'Untitled - Meeting'. The window has a ribbon with tabs: File, Meeting, Scheduling Assistant, Insert, Options, Format Text, Review, and Help. The 'Meeting' tab is active, showing options for 'Delete', 'Copy to My Calendar', 'Send to OneNote', 'Cancel Invitation', 'Attendees', 'Busy', 'Recurrence', 'Immersive Reader', and 'Tags'. The 'Scheduling Assistant' tab is also visible, showing a '15 minutes' duration and 'Options'. The 'Meeting' window has fields for 'To' (Gloria Vivaldi; Wayne Williams; Stephanie Kennard; Randy Wong; Room.Conference.Sales), 'Subject', 'Location' (Room.Conference.Sales), 'Start time' (Wed 5/10, 9:00 AM), and 'End time' (Wed 5/10, 10:00 AM). There is an 'All day event' checkbox. The background shows the Outlook main window with a search bar, a ribbon with 'Read Aloud', 'Send/Receive', and 'Get Add-ins' tabs, and an email list at the bottom. The email list shows 'Alberto Williams Email Hacked' (5/9) and 'Gloria Vivaldi Sales Meeting' (5/8). The status bar at the bottom indicates 'Items: 11 Unread: 9' and 'Connected to: Microsoft Exchange'.



SCHEDULE CALENDAR ITEMS

8.4.9 Lab

- What is a free time slot for everyone?
- Is there a conflict someone would have with your appointment?

The screenshot displays the Outlook Scheduling Assistant interface. The main window is titled "Untitled - Meeting" and shows a calendar grid for the week of May 10th. The grid has columns for each hour from 8:00 to 5:00. A meeting is scheduled for Wednesday, May 10th, from 9:00 AM to 10:00 AM. The attendees listed on the left are: All Attendees, Ima Person, Gloria Vivaldi, Wayne Williams, Stephanie Kennard, Randy Wong, and Room.Conference.Sales. The meeting is currently set for 9:00 AM to 10:00 AM on Wed 5/10. The interface also shows a list of other calendar items, including "Alberto Williams Email Hacked" on 5/9 and "Gloria Vivaldi Sales Meeting" on 5/8.



WORK WITH CALENDAR ITEMS

- 8.4.10 Lab



WORK WITH CALENDAR ITEMS

Purpose

The purpose of this lab is to get you familiar with:

- Accepting invites
- Declining invites
- Editing messages prior to declining messages
- Forward a meeting

We will go through the lab here.



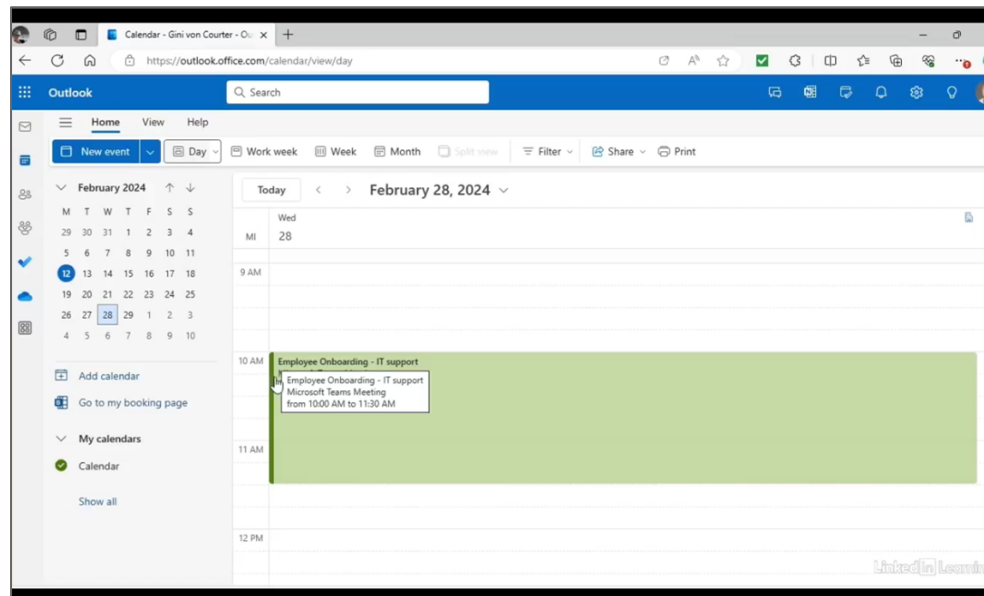
WORK WITH CALENDAR ITEMS

8.4.10 Lab

Note: the following video covers Outlook.com, but the same functionality exists within Outlook Desktop application.

We watch the following video:

https://www.linkedin.com/learning-login/share?account=2045532&forceAccount=false&redirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Foutlook-on-the-web-essential-training-23727889%2Frespond-to-a-meeting-invitation%3Ftrk%3Dshare_video_url%26shareId%3DzwDR6CNBSEGeqS703Mwx1w%253D%253D



LOOKING AHEAD

For next seminar

LOOKING AHEAD

Seminar 4

We will review Microsoft Word! Feel free to watch this video to get ahead:

<https://www.linkedin.com/learning/word-essential-training-microsoft-365-17548621/create-brilliant-documents-with-microsoft-word?u=2045532>



THANK YOU

- Questions? Please contact me:
- betsy.mccall@purdueglobal.edu

