



MICROSOFT OUTLOOK INTRODUCTION

Introduction to the Course

This one-day course shows new users to Outlook what elements are used within Microsoft Outlook. Dealing with Electronic Mail, Calendars, Contacts, Tasks, Notes and Journals.

Pre-requisites

Delegates should have a basic concept of using Windows and email applications in any form, or a desire to learn to email.

Course Content

Screen Views

- Inbox
- Outlook Bar
- Folder Views
- Menus and Toolbars
- Custom Views

Messages

- Creating
- Sending
- Receiving
- Replying
- Attachments
- Address Book
- Creating Address Lists
- Creating Folders
- Moving Messages
- Deleting Messages
- Options with Messages

Contacts

- Creating
- Using Contacts
- Views
- Forward Contacts to Others
- Creating Contacts for Same Company
- View Lists
- Custom Views

Journals

- Finding Entries
- Opening
- Altering

Headers/Footers

- Adding to All Elements

Calendars

- Views within Calendars
- Creating Entries
- Creating Reminders
- Appointments
- Meetings
- Finding Dates and Entries
- Re-Occurring Entries
- Editing Entries
- Deleting
- Permissions

Tasks

- Creating A Task
- Adding Time Frames
- Start Dates
- Due Dates
- Status
- Prioritising Tasks
- Assigning Tasks to Others
- Accepting/Rejecting Tasks
- Forwarding Tasks

Notes

- Creating
- Re Colouring
- Sending
- Deleting

Printing

- Messages
- Calendars
- Tasks
- Contacts
- Attachments