

Microsoft Outlook Intermediate / Advanced – 1 Day Course

Course Overview

Microsoft Outlook provides an integrated solution for managing and organising e-mail messages, scheduling, tasks, notes, contacts and other information.

Who Should Attend

This course is designed for delegates with a working knowledge of Microsoft Outlook who need to learn how to customise their environment, calendar and mail messages and who wish to track, share, assign and quickly locate various items in Outlook.

Course Objectives

By the end of this course delegates will have gained skills in customising the Outlook toolbars and menus, managing email messages, working with views and groups, and managing Outlook items using categories.

Course Content

Customising Outlook

- Outlook Today
- Customising Toolbars
- Creating shortcuts

Rules

- Out of Office Assistant
- Rules Wizard
- Archiving data
- Using Organise

Contacts

- Assigning contacts to appointments
- Assigning categories
- Sorting and forwarding contact details

Handling Messages and Tasks

- Advanced Find
- Filtering emails and grouping
- Assigning tasks

Calendar

- Customising Calendar
- Resources
- Save as web page
- Multi date functionality

Integrating

- Public folders
- Granting permissions
- Changing items, ie mail to task
- Mail formatting, using Word to edit
- Setting options

Additional Information

- CD Manuals, Fast Guides and Certificates provided
- Course timings – 9.30 am- 4.30 pm
- Buffet lunch included and free parking available on site
- Joining Instructions will be sent prior to attending the course
- Next course available is MCAS Outlook (two days) (please ask for details)

Course Costs

To book this course or for further information please contact the training team on Tel - 01604 655 900 or email – training@paradisecomputing.co.uk

