

Microsoft Outlook Introduction – 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 basic understanding of Microsoft Windows who wish to learn how to get the best out of Microsoft Outlook. It is essential for anyone who uses Microsoft Outlook for email and scheduling of meetings.

Course Objectives

By the end of this course delegates will have gained skills in sending and responding to email, maintaining the calendar, scheduling meetings, managing contact information, working with tasks and using notes.

Course Content

Email

- Creating, sending, replying to and forwarding email
- Voting buttons
- Creating Folders
- Filing and deleting emails
- Personal Distribution lists
- Auto signatures and attachments
- Out of Office Assistant and rules

Tasks

- Creating, editing and deleting tasks
- Recurring and assigning tasks

Calendar

- Creating, editing and deleting appointments
- Sharing calendars
- Meetings
- Printing from the calendar

Notes

- Creating, editing and deleting Notes

Contacts

- Creating, editing and deleting Contacts
 - Sending and forwarding to Contacts
- Writing letters to Contacts

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 Outlook Intermediate/Advanced (one day) 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

