

Microsoft Outlook Foundation

Intended Audience

This 1-day course has been designed for users proficient in Windows. Delegates will learn all the essential features of Microsoft Outlook enabling them to more efficiently manage Email, Appointments and Information in their day-to-day work, in both standalone and network environments.

Course Topics

Introducing Outlook

- Outlook Screen
- Outlook Help
- Menu Commands
- Dialogue Boxes

Contacts

- Creating Contacts
- Updating Contacts
- Printing Contacts
- Finding Contacts

Tasks

- Creating Tasks
- Deleting tasks
- Tracking tasks

Using Email

- Compose and Send Email
- Reply to an Email
- Forward an Email
- Attaching Files
- Saving Messages
- Deleting Messages
- Creating Folders
- Printing

Calendar

- Viewing appointments
- Adding appointments
- Planning a meeting
- Cancel a Meeting

Notes

- Creating Notes
- Deleting notes
- Editing notes

Office 2003/2007 Note

Where appropriate we offer both the above versions of the course. Please check which version you are using before booking your course. If you need help in doing this, please call us. Although the course content is much the same for either version of the course, the look and layout is very different in 2007 compared to previous versions. Any new features in 2007, appropriate to this level of the course, will be covered in the 2007 version of the course.

Microsoft Outlook Advanced

Intended Audience

This 1-day course has been designed for those familiar with the topics in the Microsoft Outlook Foundation Course, enabling them to work more efficiently. This course will give delegates a deeper knowledge and understanding of the more advanced features of Outlook.

Course Topics

Working with messages

- working with attachments
- Adding Signatures
- Using Voting Buttons
- Message Security
- Using Delivery Options

Using the Calendar

- Managing Appointments
- Reminders
- Creating Events
- Scheduling Meetings
- Customising the Calendar

Other Topics

- Using Outlook Today
- Creating Folders
- Creating Rules
- Using Out of Office
- Changing Message Colours
- Handling Junk Mail
- Customising Views
- Setting Outlook's Options
- Using Permissions.

Working with Contacts

- Creating Distribution lists
- Exchanging v Business Cards

Working with tasks

- Assigning Tasks

Office 2003/2007 Note

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