

Duration 1 day

Timings 9:30 – 16:30

Versions 2003, 2007, 2010, 2013, 2016

Course Description

Get up and running with Outlook by learning the basics of Microsoft's email and calendar tool. The course will also introduce you to other features available in Outlook including the Tasks and Contacts.

You will learn how to manage mail between individuals and large groups by creating contacts and distribution lists. Become familiar with many other features that will help you to use your email more efficiently.

Make managing meetings an easier task with the powerful features of the calendar. Invite and manage attendees, book a room and request resources.

Pre Course Requisites

Delegates will get more out of the course if they are familiar with the basics of Windows and computers in general.

Course Content

- Create and send email
- Read emails and reply to them
- Set importance levels
- Receive Notification an email has been read
- Manage your mail effectively using folders
- Allow others to access your email
- Set up individual and group Contacts
- Set tasks in Outlook
- Add appointments to your calendar
- Automatically repeat reoccurring appointments
- Send meeting requests to others
- How to respond to meetings
- Share your calendar with others