



Microsoft® Outlook Introduction One Day Course

Outlook is a full-featured e-mail client integrated with desktop information management and has powerful groupware features. Outlook and Exchange include comprehensive group scheduling and meeting planner, shared calendars, contacts and task lists. On completion of this course, delegates will be able to set-up meetings, organise emails, establish contacts and tasks and use the journal.

Course Outline

Overview

Ribbons
Quick Access Toolbar
Printing
Reading pane
To Do Bar
Navigation pane
People's pane
Quick flags and categories

Sending Emails

The Inbox
Desktop Alerts
Previewing message contents
Opening a message
Replying & forwarding messages
Moving, copying and deleting messages
Formatting
Creating folders

Creating a New Message

Addressing the message –
To, Cc, Bcc and Subject fields
Setting message options
Attaching a file to a message
Using AutoSignature

Contacts and the Address Book

Adding new Contacts
Adding photos to contacts
Using contacts to create a new message, appointment, task
Address Book
Creating Personal Group Lists

Using the Calendar

Navigation
Creating an appointment
Moving an appointment
Recurring appointments and events
Scheduling a Meeting
Calendar views
The Meeting Planner
The Taskpad

Working with Folders

Creating Folders
Sent files
Draft Emails
Deleted folder

Coping and managing Junk Mail

Search Features

Searching and finding emails
With attachments
From specific people

Using Tasks

Creating a task
Recurring tasks
Assigning a task to others
Tracking assigned tasks
Marking a task as complete
Deleting tasks

Journal

What is the Journal?
Enabling a Journal activity
Opening a Journal entry
Viewing information in a Timeline

These hands-on courses include refreshments and course materials

The course will begin at 9:30am and finish by 4.30pm.

For an information pack or to book courses, please telephone:

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or visit our website: www.ComputerCourses.co.uk