

MICROSOFT OUTLOOK - INTRODUCTORY & ADVANCED (2 days)

1 Introduction to Outlook

- a. What it is and what it's used for
- b. The Outlook Bar
- c. Folders List
- d. Toolbars
- e. Outlook Today

2 Sending and Receiving Email

- a. Creating new messages
- b. Formatting your Email
- c. Viewing incoming mail
- d. Address books
- e. Send options
- f. Creating distribution lists
- g. Replying to Email
- h. Forwarding Email
- i. Creating folders and groups
- j. Working with folders
- k. Flagging messages
- l. Rules Wizard and setting permissions
- m. Stationery
- n. Customising your Outlook toolbar

3 Building a Contacts List

- a. Create a new contact
- b. Organising contacts
- c. Using your contacts list
- d. Viewing your contacts list
- e. Communicating with contacts
- f. Contacts options

4 Calendar

- a. Viewing your calendar
- b. Calendar options
- c. Customising your calendar view

- d. Setting up appointments
- e. Editing appointments
- f. Scheduling a meeting
- g. Setting permissions
- h. Viewing 'busy' schedule
- i. Voting buttons
- j. All day events
- k. Recurring appointments
- l. Recurring meeting
- m. Categories
- n. Requesting meetings
- o. Setting holidays (Public)

5 Task List

- a. Introduction to the task list
- b. Creating tasks
- c. Completing tasks
- d. Assigning tasks to others
- e. Viewing tasks by categories
- f. Organising tasks
- g. Tasking options

6 Working with Folders

- a. Creating folders
- b. Sharing folders
- c. Adding folders to your Outlook bar

7 Notes and Journal

- a. Creating notes
- b. Using notes
- c. Viewing notes
- d. Assigning notes
- e. Working with Journal
- f. Setting up Journal
- g. Tracking Journal
- h. Note and Journal Options



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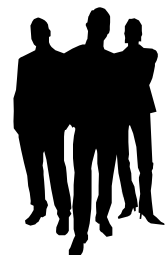
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