

PerCom Solutions

MICROSOFT OUTLOOK

- LEVEL:** INTRODUCTION
- DURATION:** ½ Day (Mail only) or 1 Day
- AUDIENCE:** An Introduction into time management, organisation and email for people who have a basic knowledge of Personal Computers.
- OBJECTIVES:** On successful completion of the course delegates will be able to send and receive email, set up contacts and use the calendar, tasks and notes tools.



COURSE OUTLINE

Introducing Outlook:

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

Using E-mail:

- Compose & send email
- Forward an email
- Reply to an email
- Attaching files
- Saving messages
- Deleting messages
- Message Options

Contacts:

- Creating contacts
- Updating contacts
- Printing contacts
- Finding contacts

Calendar:

- Viewing appointments
- Adding appointments
- Recurring Appointments
- Planning a meeting
- Cancel a meeting

Tasks/Notes:

- Creating tasks
- Deleting tasks
- Assigning tasks
- Tracking tasks
- Creating notes
- Deleting notes
- Editing notes

Other:

- Creating Signatures
- Distribution Lists
- Out of Office
- Creating Folders