

MS OUTLOOK

These topics are to serve as a guide only. You can elect the topics most relevant to your needs. If you are unsure, a qualified specialist is available to assist in the selection process.

Overview:

This course is ideal for new or self-taught users. The course covers how to create messages and manage your time through tasks and scheduling.

Module 1

Getting Started

Outlook Structure
Mail Etiquette
Menus & Toolbars
Symbols
Customize the Outlook Bar
Outlook Today
Help

Module 2

Messages

View messages
Mark as Read/Unread
Create a Message
Delete a Message
Re-send
Use Voting Buttons
Formatting Messages
Use Flag for Follow up

Module 3

Folders

Create a Folder
Delete a Folder
Move files
Create sub folders

Module 4

Address Book

View Contacts
Add Contact
Create a Group
Modify a Group

Module 5

Calendar and Reminders

Create an Appointment
Meeting
Schedule bar
Re-occurring
Reply to invitations
Reminders
Move a calendar entry

Module 6

Notes & Tasks

Create a Task
Assign a Task
Modify a Task
Delete a Task
Create Notes
Delete Notes
Change Colour