Microsoft Outlook Essentials – 1 Day

Pre-requisites

There are no pre-requisites for this course, however, you should be familiar with working in a Windows operating environment.

Description

Do you need to:

- Manage, organise and plan your communication strategy in the most efficient manner possible?

Aim

During this training course, participants gain knowledge and skills in using Outlook. The essential training course is designed for beginners where they receive training in using the basic functions of the application including any new features.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Organise messages in folders
- Set up an email account
- Send emails, read and work with messages
- Create and send Calendar invites
- Use the task list
- Use the interface

Topics Covered

Key topics covered on this course include:

Starting Outlook

- The Microsoft Outlook Workspace
- Quick Access Toolbar, Navigation / Folder pane, the To-Do Bar and Outlook Today
- Peeks

Working with Email

- Tips on Handling Your Inbox
- Message window
- Addressing and composing messages
- Replying and forwarding emails
- Flagging messages
- Draft messages and Spell Check

Email Message Options

- Receive messages
- Reading pane
- Message Settings and Delivery Options
- Signatures

Mail Attachments

- Work with attachments

Working with Folders

- Store and delete messages in folders
- Quick Steps

Using the Calendar

- Create, edit, view and delete appointments
- Schedule a meeting, appointment and event
- Respond to meeting requests and track

Working with Contacts/People

- Create, edit and delete contacts

The Task Folder

- Tasks –vs- to-Do List
- Create single tasks and setting task reminders
- Mark tasks as complete and delete

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