



Microsoft Outlook

Pre-requisites

Familiarity with the Windows environment is essential

Course Objectives

This course is aimed at new and existing users of Microsoft Outlook to better enhance it's use and enable sharing of calendars and working within groups.

Outlook is much more than just an email client and this session will enable the user to make much more of it.

Subjects covered in the session include:-

1/2 Day

<ul style="list-style-type: none">☞ Why Use Outlook.☞ Email<ul style="list-style-type: none">○ Receiving email○ Replying to email○ Forwarding email○ Managing email with folders○ Creating and sending○ Distribution lists○ To: CC: BCC:○ Out of Office Reply☞ Tasks<ul style="list-style-type: none">○ Creating Tasks○ Managing Tasks○ Assigning / Accepting Tasks	<ul style="list-style-type: none">☞ Contact<ul style="list-style-type: none">○ Creating Contacts○ Managing Contacts○ Searching Contacts☞ Calendar<ul style="list-style-type: none">○ Creating appointments○ Setting alarms○ Scheduling a meeting○ Inviting to meetings○ Sharing your calendar○ Setting permissions○ Viewing shared calendars
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