



# Microsoft Outlook Web Access

## Pre-requisites

Familiarity with the Windows environment is essential

## Course Objectives

This course is aimed at new and existing users of Microsoft Outlook who will be using Outlook Web Access to better enhance it's use.

Outlook Web Access 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"><li>☞ Why Use Outlook Web Access.</li><li>☞ Email<ul style="list-style-type: none"><li>○ Receiving email</li><li>○ Replying to email</li><li>○ Forwarding email</li><li>○ Managing email with folders</li><li>○ Adding Attachments</li><li>○ Distribution lists</li><li>○ To: CC: BCC:</li><li>○ Out of Office Reply</li></ul></li><li>☞ Tasks<ul style="list-style-type: none"><li>○ Creating Tasks</li><li>○ Managing Tasks</li></ul></li></ul>	<ul style="list-style-type: none"><li>☞ Contact<ul style="list-style-type: none"><li>○ Global Address List</li><li>○ Creating Contacts</li><li>○ Managing Contacts</li><li>○ Creating Distribution Lists</li></ul></li><li>☞ Calendar<ul style="list-style-type: none"><li>○ Creating appointments</li><li>○ Setting alarms</li><li>○ Scheduling a meeting</li><li>○ Inviting to meetings</li><li>○ Recurring Appointments</li></ul></li></ul>
---	--



### Optimise Consultancy Ltd

18 Bakewell Drive

Stone

Staffordshire

ST15 8YR

Email: [info@optimise.org.uk](mailto:info@optimise.org.uk)