



Microsoft Outlook - Introduction

1 Day

COURSE OVERVIEW

Assuming only a basic knowledge of Windows, the topics covered on this course will give you the basic skills to use Outlook for managing e-mail and organiser functions such as the contact lists and the diary.

TARGET AUDIENCE

It is assumed that you have basic Windows skills. An awareness of electronic mail is an advantage but not essential.

COURSE CONTENT

Overview

Understanding the principles of Outlook as a mail client and as a personal organiser.

Familiarity with the Outlook Window components and the use of folders to store different categories of information.

Awareness of different Outlook views.

Mail

Reviewing the Inbox and reading mail.

Creating folders for organising saved mail.

Transferring mail to folders. Printing mail messages.

Forwarding and replying to mail. Creating messages.

Addressing mail - internal and external via the Internet.

Setting mail options.

Attaching files to messages.

Sending mail.

Contacts

Use of the Contacts folders as a business and as a personal address book.

Overview of the available information fields.

Creating new contacts.

Sorting and viewing contacts.

Using a stored contact address with e-mail.

Use of contact information in other Office Applications such as MS Word.

Calendar

Overview of the Calendar folder.

Concepts of appointments, events, and tasks.

Creating appointments.

Creating recurring appointments.

Adding events (none time specific activities).

Tasks

Creating a task.
Linking a task to the diary.
Setting reminders.
Managing on-going tasks.
Categorisation and prioritisation of tasks.
Different ways of viewing tasks.
Printing a task list.
Marking tasks as being complete.
Recurring tasks.

Tasks

Use of electronic "Post-It" notes to capture random items and events.