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your business IT partner

An Introduction to Microsoft Outlook

Course Content

This course is designed for the user who is looking to use Outlook to enable them to organise and share information on their desktop and communicate with others.

Objectives: The objectives of this course are to demonstrate how to send and receive Email, maintain the Calendar and manage the Tasks section. As well as covering the Outlook functions, we also reinforce the importance of housekeeping and the user is shown how to archive Mailbox items.

Topics:

- What is Outlook?

- Mailbox
    - Sending and receiving email
    - Managing Attachments
    - Using an Address book and distribution list

- Using the Contacts section

- Using the Calendar
    - Creating Appointments
    - Creating Events
    - Organising Meetings

- Managing Tasks
    - Creating Tasks Lists
    - Allocating Tasks

- Creating Notes

- Working in different views

- Archiving Data