

Outlook: Essentials

Category: Microsoft Office, Microsoft Outlook

Course Details

Duration: 1 Day Classroom Training or Online

Timings: 09:30 - 16:30

Getting started with Microsoft Outlook

- Overview of Outlook
- Overview of Outlook
- Overview of Outlook Screen
- Navigating the Outlook Screen

Sending and Creating Messages Advanced Messages

- Viewing the BCC Field
- Sending Urgent, Low and Normal Messages
- Deferring Messages
- Using the Voting Buttons
- Read Receipts

Stationery

- Templates
- Signatures

Attachments

- Sending Attachments
- Reading Attachments

- Saving Single and Multiple Attachments
- Sending LINKS
- Removing Attachments
- Printing Attachments

Distribution Lists and Contacts

- Adding Contacts
- Setting up Private Mailing Lists
- Editing Private Mailing Lists
- Deleting Private Mailing Lists

Managing your Mailbox

- Creating Folders
- Moving Messages into Folders
- Deleting Messages
- Creating Views
- Flagging and Colouring Emails

Out of Office Assistant

- Working with Messages whilst in the office i.e. filing automatically
- Working with the Out of the Office i.e. redirecting mail, setting up an automatic message replies

Calendar

- Creating, Editing and Deleting Appointments/Meetings
- Setting up Tasks
- Setting up Events
- Recurring Events and Meetings
- Opening other Calendars
- Creating Calendar Groups
- Notes
- Creating Notes
- Forwarding Notes

Tasks

- Creating Tasks
- Creating Recurring Tasks and Alerts
- Assigning Tasks

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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