



Microsoft Outlook Intro

Course Outline

Course Format: One Day
Max Capacity: 6 People

Networked as an Exchange Server environment and with an Internet Mail configuration, Outlook becomes a full-featured E mail client , integrated with desktop information management and powerful groupware features. Outlook includes comprehensive group scheduling and meeting planner, shared calendars, contact and task lists: and groupware applications with custom forms and views. On completion of this course, delegates will be able to set-up meetings and keep track of shared calendars, contacts and tasks.

Mail and Messages

- The Inbox
- Checking for New Messages
- Previewing Message Contents
- Opening a Message
- Replying, Forwarding & Re-sending a Message
- Opening a Hyperlink in a Message
- Moving, Copying and Deleting Messages

Creating a New Message

- To Cc: Bcc: Subject
- Addressing a Message
- Setting Message Options
- Attaching a File to a

- Message
- Using AutoSignature

Contacts & The Address Book

- Adding Contacts
- Editing/Updating Existing Contacts
- Deleting Contacts

Meeting Planning

- Viewing Calendars
- Creating & Sending Meeting
- Requests
- Rescheduling a Meeting
- Cancelling a Meeting
- Changing Meeting Attendees

Managing Tasks

- Creating a Task

- Recurring Tasks
- Assigning Tasks to Others
- Tracking Assigned Tasks
- Deleting Tasks

Notes

- Creating a Note
- Using notes via email
- Displaying a note