



Microsoft Outlook Introduction

Getting Started

Confidence in Training

Introduction Microsoft Outlook is one of the leading electronic mail programs. It enables users to send and receive mail within the organisation and externally, and organise messages using folders. You can also switch between views and other people's calendars.

Objectives An insight into the main features of Microsoft Outlook.

Designed for New users of Outlook. Participants should be familiar with Microsoft Windows.

Duration One day training course.

Cost £195 plus VAT

For further information call
01252 406420 or email
info@dunston.it

Topics

Introduction / Layout

- ✓ Accessing Microsoft Outlook
- ✓ Microsoft Outlook screen layout
- ✓ Menus and dialog boxes
- ✓ Getting Help

The Navigation Pane

- ✓ Favorite folders
- ✓ All mail folders
- ✓ Main Navigation buttons

Sending Messages

- ✓ Preparing a mail message
- ✓ Spell checking a message
- ✓ Sending a mail message
- ✓ Message sending options

Receiving and reading mail messages

- ✓ Receiving and reading messages
- ✓ Replying to a mail message
- ✓ Forwarding a mail message
- ✓ Desktop alerts
- ✓ Changing the desktop alert settings

Managing Mail Messages

- ✓ Creating folders
- ✓ Filing messages in folders
- ✓ Deleting mail messages
- ✓ Printing mail messages
- ✓ Rules wizard
- ✓ Search folders
- ✓ Flagging messages
- ✓ Autosignature

Viewing colleagues' inbox, calendar etc

Working with Tasks

- ✓ To-Do List
- ✓ Creating and Editing a Task
- ✓ Assigning a Due Date to a Task

Attaching documents and files to a message Address Books – group names, checking name details

Follow up Word Intermediate - 1 day