

# MICROSOFT OUTLOOK - Foundation

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## **BENEFIT:**

This course is designed to provide users with an introduction to the concepts and functionality of Outlook. It would benefit anyone who needs to learn the basics of managing mail, using the calendar and the creation of personal tasks.

## **OBJECTIVES:**

On completion of this course, attendees will be able to organise mail messages, manage contacts, insert and edit calendar items and create personal tasks.

## **PRE-REQUISITES:**

Attendees do not need any previous experience of Outlook but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.

## **COURSE OUTLINE**

- The Outlook Environment
- Navigating the Outlook interface

### **Creating E-Mail**

- Creating, editing and sending email messages
- Reading, replying and forwarding email messages
- Setting email options
- Sending and reading mail attachments
- Sending links and shortcuts
- Voting buttons and tracking options
- Sorting, grouping, storing and deleting mail items
- Out of office assistant
- Creating an autosignature
- Address Books and distribution lists

### **Tasks**

- Creating and modifying tasks
- Viewing and assigning tasks

### **Contacts**

- Creating contacts and modifying details
- Viewing contacts
- Use of contact list for email and appointments

### **Calendar**

- Calendar views
- Scheduling and modifying appointments
- Setting reminders
- Scheduling and modifying events
- Recurring appointments and events

### **Scheduling and modifying meetings**

- The meeting planner
- Selecting attendees and responding to meeting requests
- Printing diary entries
- Editing, moving, copying and deleting calendar entries

**LEARNING APPROACH:** Class based/practical

**LENGTH OF PROGRAMME:** 6 Hours