



4D Group

Outlook

Who would benefit?

This course is for those who want to communicate by email, record events in their diary, control their to-do list and to keep a record of their contacts using Outlook.

Objective

To provide individuals with the necessary knowledge to use the different areas in Outlook.

Content

- Discuss individual's needs.
- What is Outlook.
- Customise views.
- Use folders.
- Archive messages.
- Work with categories.
- Create, reply, and recall messages.
- Use address book.
- Store distributions lists.
- Work with flags.
- Use buttons to limit responses.
- Work with attachments.
- Add your signature automatically.
- Use mail templates (themes).
- Use Out of Office Assistant.
- Work with rules.
- Schedule single appointments.
- Schedule reoccurring appointments.
- Plan meetings with others.
- Store details of your contacts.
- Use the tasks facility.
- Assign tasks to others.
- Work with tasks assigned to you.
- Regenerate tasks.
- Use notes.
- Use the find and organise facilities.
- Customise Outlook.

Duration

One day