



4D Group – Training Division

Training Needs Analysis – Outlook

Name: _____ Department: _____

		Yes	No	Sometimes
1	I can reply to a mail message			
2	I can forward the message to someone else			
3	I can specify that I want a receipt sent to me when the recipient reads my message			
4	I can attach a Word, Excel or other file as an attachment with my message			
5	I can save an attachment that has been sent to me			
6	I can create folders to organise my messages			
7	I can flag a message			
8	I can archive messages and retrieve archived messages			
9	I can save a sender's name in my contacts without having to re-type it			
10	I can create and use distribution lists			
11	I can create buttons in my message to limit the recipients options to my enquiry			
12	I can resend a message			
13	I can get my contact details at the end of every new message automatically			
14	I can make an appointment confidential			
15	I can look after a colleague's diary			
16	I can find what I'm looking for in my messages and in my diary			
17	I can choose how I display my areas in Outlook			
18	I can create appointments and have them occurring on a regular basis			
19	I can schedule meetings with others and find dates suitable for everyone			
20	I can store contact's details			
21	I can let people know when I'm away when they send me emails			
22	I can get my emails to follow me, or get them picked up by someone else in the office			
23	I can assign a task to another person			
24	I can categorise my mail, appointments and tasks			
25	I can display extra items in the view I prefer my mail, contacts etc. to be in			
26	I can automate some of my messaging system			