



Microsoft Outlook 1 Day Introduction

Participants on this Microsoft Outlook Introduction one day course will learn the essentials of electronic communication using Outlook. The course covers effective email management and utilisation of Outlook's Calendar, Tasks, and Contacts features for workflow management.

Participants will acquire a robust foundation of skills for further development. This course is designed for beginners with no previous experience in Outlook. It is also beneficial for those with limited experience or self-taught users looking to enhance their understanding of the software.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (Your Office)

Course Content

Outlook Orientation

- Outlook Essentials
- The Ribbon
- Backstage View

Working with Email

- AutoComplete Addressing
- Attaching Files to Messages
- Using View Templates
- Accessing New Scheduling Poll
- Changing Message Settings
- Sending Voting Options
- Message Delivery Options
- Email Signature
- Automatic Reply / Vacation Message
- The Editor / Spell Check
- Print Email Messages

Organising and Managing

- Using Folders
- Using Categories
- Quick Steps
- Using Rules
- Using Flags
- Using and Expanding Search
- Know when to Delete or Archive

Managing Your Calendar

- The Calendar view interface
- Calendar Appointments
- Appointment Reminders
- Scheduling Meetings
- Applying Categories
- Using Multiple Calendars
- Sharing Calendars
- Open a Shared Calendar

Managing Contacts

- The Contacts View Interface
- Adding Contacts
- Contact Groups
- Add Email Sender As A Contact

Using Tasks

- Task Overview
- The Task View Interface
- Views in the Tasks List
- Marking a Task as Complete

Outlook on Mobile

- Managing Outlook on a Mobile
- Focused Inbox
- Filtering Email
- Threading Email Messages
- Listen to Your Emails
- Customise Your Email Swipe
- Navigating Your Calendar