



# Microsoft Outlook

## ½ Day Introduction

Participants on this Microsoft Outlook Introduction half day course will gain an understanding of the principles of electronic communications with Outlook, learning how to maintain email in addition to using the Calendar, Tasks and Contacts to manage your workflow. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Outlook, however, people with limited exposure to the software and those who are self-taught will also benefit from attending this course.

### Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>Half Day</b>
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Outlook Orientation

- Outlook Essentials
- Navigating the interface

### Working with Email

- Creating Emails
- Adding Attachments
- Flagging Messages
- Adding Signatures
- Email Options
- Creating Folders
- Searching Email

### Calendar

- Working with Calendar Views
- Adding Appointments
- Adding Meetings
- Adding Time Zones
- Sharing Calendars

### Contacts

- Contact Views
- Adding Contacts
- Editing Contacts

### Tasks

- Creating Tasks
- Task Views
- Assigning Tasks
- Marking Tasks as Complete



*The course answered all my questions. Mark was very good at explaining things, and being the one student I was very fortunate to have Mark explaining things to me 1 to 1.*

*The pace was good, and I really feel like I've learnt a lot that I can action back at work.*

C. May