



MS Outlook

ABN: 58 107 303 944



TRAINING & CONSULTING PTY LTD

Outlook Features

Duration: 1 Day

Mandatory Prerequisites: A working knowledge of the Windows environment, mouse skills, sending and receiving email.

Preferred Prerequisites: Light exposure to using the calendar.

Contacts as an AddressBook..... (15 min)

- Sending Email to Contacts
- Making Contact an Address Book

Contact Categories (20 min)

- Assigning Categories
- Creating Categories
- Viewing Contacts by Category

Mail Format (15 min)

- Choosing the Message Format
- Setting Message Fonts

Outlook Folders (15 min)

- Creating Folders
- Moving Messages to Folders
- Deleting Folders

Creating Rules..... (30 min)

Calendar (30 min)

- Viewing the Calendar
- Navigating the Calendar
- Creating Calendar Entries
- Reminders

Colour Coding Email (25 min)

- Simple Colouring
- Advanced Colouring

Customising Views..... (45 min)

- Showing Fields
- Grouping Records
- Sorting
- Filtering Lists
- Other Settings
- Automatic Formatting
- Formatting Columns

Distribution Lists (20 min)

- Creating Distribution Lists
- Using Distribution Lists
- Modifying Distribution Lists
- Deleting Distribution Lists

Message Flags (15 min)

- Setting Flags
- Flags with Reminders

Message Options (25 min)

- Option Settings

Resending Messages (5 min)

Signatures (25 min)

- Creating Signatures
- Assinging Signatured
- Inserting Signatures Manually

Tasks (30 min)

- Viewing Tasks
- Creating Tasks
- Assigning Tasks
- Recurring Tasks

Scheduling Meetings (25 min)

- Creating Meetings
- Inviting Others
- Checking Schedules
- Responding to Invitations
- Tracking Responses
- Rescheduling Meetings
- Cancelling Meetings

Notes (5 min)

- Creating Notes
- Colouring Notes
- Sizing Notes
- Deleting Notes
- Note Options