

Pre-Requisite

These topics are to serve as a guide only. You elect the topics most relevant to your needs. If you are unsure, a qualified specialist is available to assist in the selection process.

INTRODUCTION - ADVANCED

Objective:

To be able to send/receive and manipulate email efficiently. Create calendar entries efficiently.

Essential:

Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.

Preferable

Some practical application for the course attending. A need to improve efficiency with messages and calendar

Module 1

Getting Started

- Outlook Structure
- Mail etiquette
- Tabs & Ribbons
- Customizing the Quick Access toolbar
- Create Signatures

Module 2

Messages

- Create a Message
- View messages
- Mark as Read/Unread
- Delete
- Re send
- Formatting Messages
- Use Voting Buttons
- Message Options
- Use Flag for Follow up

Module 3

Folders

- Create a Folder/ sub folders
- Delete
- Move files

Tools

- Out Of Office
- Manage Rules

Module 4

Address Book

- View Contacts
- Add Contact
- Create a Group
- Modify a Group
- Add to contacts from new email
- Create Categories

Module 5

Calendar

- Create an Appointment Meeting
- Schedule bar
- Reoccurring
- Reply to invitations
- Reminders
- Move a calendar entry

Module 6

Notes & Tasks

- Create a Task
- Assign a Task
- Modify a Task
- Delete
- Create Notes
- Delete
- Change Colour