

Outlook

Questions

1. How do you create a folder
2. How do you make a Message unread
3. How do you send voting buttons for eg: Approved, unapproved, unauthorized
4. What does BCC Stand for

Answers

1. Right click in the left hand side pane on Personal Folders
 - a. Select New Folder
2. Right click the message select unread – it reminds you to look at it later.
3. When you are in a new message press options Select Voting Buttons, you can even make up your own.
 - a. This will display in the recipient in the menu area with Approved, unapproved and unauthorized buttons

Outlook Introduction

INTRODUCTION

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
Menus & Toolbars
Symbols
Customize the outlook bar
Outlook Today
Help

Module 2

Messages

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

Module 3

Folders

Create a Folder
Delete
Move files
Create sub folders

Module 4

Address Book

View Contacts
Add Contact
Create a Group
Modify a Group

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

For more course outlines see our website www.azsolutions.com.au