

## MICROSOFT OUTLOOK - ESSENTIALS

### COURSE LISTING

This course covers all the vital basics of Outlook and is suitable for new and existing users who have not received any formal Outlook training.

Duration: 1 Day

#### The Outlook Window

- The Folder List
- Navigation Pane
- Message Pane
- Reading Pane
- The To-Do bar

#### Mail

- Creating & Sending Messages
- Addressing Messages
- The Message Tabs
- Message Options
- Formatting Messages
- Opening Mail
- Replying to Messages

#### Viewing Messages

- Viewing in Groups
- Conversation View
- Using Conversation Clean-up
- Sending Attachments
- Previewing Attachments
- Opening Attachments
- Saving Attachments

#### Quick Parts

- Creating a Quick Part Entry
- Using/Inserting a Quick Part Entry

#### House Keeping

- Creating a Folder in your Mailbox
- Deleting Messages
- Search Folders
- Favourites

#### Contacts

- Creating a Contact
- Flagging a Contact for Follow-up
- Viewing Contacts
- Mailing a Contact
- Creating a Group

#### Calendar

- Making an Appointment
- Colouring Appointments
- Calendar Groups
- Creating a Meeting
- Inviting attendees to your meeting
- Scheduling an Event
- Using Views

#### Tasks

- Creating Tasks
- Setting-up a Recurring Task
- Completing Tasks
- Assigning a Task
- Sending & Receiving Task Status Updates

#### Printing in Outlook

- Print Preview
- Page Setup
- Headers & Footers
- Printing

#### Automatic Replies

- Creating an AutoReply
- For Internal recipients
- For External recipients
- Scheduling Out of Office in Advance

#### Managing Information

- Using the Instant Search Facility
- Using Colour Categories
- Search & Sort by Colour categories
- Using Task flags
- Within Calendar, Inbox & To-Do bar