

# Course Overview



## Microsoft OUTLOOK

½ Day Workshop

## Calendar and Teamworking

### Course Description

This course is designed for those who have attended the Introduction to Outlook course and wish to learn more about using the calendar to organise and plan meetings for themselves and others. You will invite others to meetings and see what happens to the respective calendars as people respond to the invitations. You will understand how to grant permissions to other users and how to access another users calendar. We will explore the Outlook bar where you can create shortcuts to other users files.

### Course Objectives

Upon completion of this course, you will be able to:

- Use the calendar to plan a meeting
- Check attendee availability and invite attendees from outside the organisation
- Accept or decline meeting invitations
- Cancel and re-schedule meetings
- Work with individual folder permissions
- Work with mailbox (entire outlook account) permissions
- Customise Outlook to match personal preferences

### Course contents

#### Creating Events and Appointments

- Creating one-time events and appointments
- Changing events to appointments and vice versa
- Editing/moving/deleting appointments
- Creating/deleting recurring appointments and events
- Group Scheduling

#### Using permissions

- Granting permissions to access your calendar and other folders
- Specifying privileges for specific users
- Opening another users calendar or other folder
- Working with MAILBOX permissions
- Adding another users MAILBOX to your folder list
- Creating and renaming groups on the Outlook bar

#### Creating meetings

- Inviting other people to a meeting
- Checking attendee availability
- Using AutoPick
- Accepting / declining invitations
- Sending more information to attendees
- Cancelling and re-scheduling meetings

#### Altering preferences and working smarter

- Altering preferences in options
- Adding/deleting holidays for a country to your calendar
- Using categories
- Working with time zones
- Printing from calendar

### Who should attend?

All you need to be able to get the best out of this course is to have a good understanding of Outlook basics - See the Introduction to Outlook course overview if you are not sure what the basics are.