

Course Overview



Microsoft OUTLOOK

½ Day Workshop

Introduction to Outlook

Course Description

This course is designed for those people who want to unlock the mysteries of Outlook 98. You'll learn how to communicate with other using e-mail and manage your diary and appointments using calendar and tasks. In addition to this, you can use contacts to keep all your important external telephone numbers and e-mail addresses to hand.

Course Objectives

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

- Create, send and read mail messages
- Attach files to messages and save or print attachments sent to you
- File and retrieve mail messages
- Understand and change the inbox folder views
- Create, edit, move and delete simple appointments
- Create meetings and invite other people
- Accept / decline invitations from other people
- Create and edit tasks
- Create, edit and delete contacts
- Send a message from a contact e-mail address

Course contents

Tour of Outlook

- Identifying parts of the Outlook Window
- Using the Folder List
- Using the Outlook Bar
- Navigating through files

Using Contacts

- Creating a contact
- E-mailing a contact or multiple contacts
- Changing the way that contacts are viewed
- Using virtual business cards

Using e-mail

- Creating a new e-mail
- Addressing an e-mail message
- Entering and formatting text
- Sending, replying to, forwarding and reading messages
- Using e-mail options
- Attaching files, recalling and re-sending
- Using the Out of Office Assistant
- Creating simple rules

Using Calendar & Tasks

- Identifying parts of the calendar screen
- Changing the way you view calendar
- Changing the date display
- Creating, editing, deleting and moving appointments
- Inviting others to meetings and responding to invitations
- Creating recurring appointments
- Creating, editing and deleting tasks
- Assigning a task to another user
- Printing from the calendar

Who should attend?

All you need to be able to get the best out of this course is to have a basic knowledge of computing, the use of the mouse and a little knowledge of Windows™