Outlook Beyond the Basics

Delegate Pre-Requisites

No prior knowledge of Outlook is required

Course Duration

This is a One Day Course

Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

A laptop computer is provided for each delegate attending on this packed programme to try out the tips and techniques demonstrated

All delegates will receive Training Courseware to refer to during the course, together with a Course Attendance Certificate

Schedule Courses

Off-site scheduled courses are available at a location near you - this course is available on our current programme - call our team for more details

Corporate Courses

On-site Corporate courses are available - you provide the Conference Room … we bring everything else!

Modular Courses

Bite-sized 'modular' courses are available where you can build your own day course covering the topics that suit you - these are half day modules that you can mix and max

Our team will be happy to give you the options and pricing

Target Audience

This course covers the commonly used features of Outlook to enable users to be able to manage their email effectively, use contacts, book appointments and use the scheduler tools together with working with tasks

The Content

The Outlook Workplace

* Navigation Pane
* To Do Bar
* Reading Pane

Using Contacts

* Adding / Editing New Contacts
* Extracting contact details from an Email
* The Views
* Adding / Editing Contact Groups
* Sharing Contact Folders

Using Email

* Creating & Sending a Message
* Using the Address Book
* Attaching Files / Outlook Items / Calendars
* Requesting Delivery / Read Receipts
* Using Voting Buttons
* Delaying Delivery
* Rerouting Replies
* Flag Options within Email
* Adding Signatures

Making Mail Work For You

* Managing your Inbox Effectively
* Using the Search Options
* Filtering Emails
* The Mail Folders
* Folder Management
* Using Flags
* Categorising Emails
* Saving Attachments
* Using Rules & Quicksteps

Using the Calendar

* The Outlook Calendar Window
* The Views
* Moving around the Calendar
* Creating / Editing an Appointment
* Using Events
* Reminders
* Recurring Appointments
* Categorising Appointments
* Adding an Attachment or Object to an Appointment
* Using the Search Options
* Marking Appointment as Private
* Using the Search Options

Managing the Calendars

* Open other Calendars
* Creating Calendar Groups
* Arranging Meetings using the Scheduler

Tasks

* The Outlook Tasks Window
* Creating / Editing a Task
* Reminders
* Categorising Options
* Adding an Attachment or Object to an Appointment
* Recurring Tasks
* Autocreating a Task
* The To Do Bar
* Task Folder Management
* Completing Tasks

Call our team 01527 836840

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