

OUTLOOK COURSES



ADVANCED TOOLS

Level:

For advanced levels

Prerequisites:

being comfortable using Outlook for emails (creating, sending, receiving, attachments).

Audience:

Most suitable for people who regularly use the basic functionalities of Outlook and wish to discover features allowing them to work in a more efficient manner.

Aim:

of this course is to look at advanced- and less frequently used – features of Outlook. These features will help you to automate some tasks and make the information easily and quickly available. We will have an in-depth look at emails, calendars, contacts, tasks and the Journal.

Overview:

Module 1: Email

- Working with stationary
- Customizing the view
- Organizing messages
- Using rules
- Archiving messages
- Working with the address book
- Cleaning up your email
- Handling Junk E-Mail

Module 2: Calendar

- Working with the Calendar
- Adding & Modifying Appointments
- Creating & Changing Events
- Scheduling a meeting
- Sharing calendars

Module 3: Contacts

- Working with a contacts list
- Adding contacts
- Edit information
- Changing views
- Sharing contacts

Module 4: Tasks, Notes

- Working with a Task List
- Filtering Tasks
- Using Notes

Module 5: Journal, Outlook

- Using categories to organize Outlook content
- Working with your Journal
- Changing Outlook Options

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Half day course