

Microsoft Outlook Introduction

Delegates attending the Outlook introductory course will learn to:

<ul style="list-style-type: none">• Send and receive E-mail with Attachments and Signatures• Track E-mail and set-up an automatic reply when Out of the Office• Create, categorise, find and filter Contacts in the Contacts folder• Understand the Global and Contacts address book so that individuals and groups can be E-mailed more quickly• Keep track of your Appointments, set up Reminders and create a simple Task list• Manage your E-mails by creating new Folders• Create Notes in Outlook to replace post-it notes <p>E-mail Basics</p> <ul style="list-style-type: none">• Overview of Outlook• Sending and receiving E-mail• Attachments• Tracking E-mail• Auto-Signatures• Out of Office Assistant• Printing E-mails <p>Contacts</p> <ul style="list-style-type: none">• Creating, editing, finding and filtering Contacts• Forwarding Contacts• Outlook Address books <p>Appointments</p> <ul style="list-style-type: none">• Creating and editing Appointments• Setting Reminders for Appointments• Creating Recurring Appointments• Creating Events• Using the Task pad <p>Folders & Notes</p> <ul style="list-style-type: none">• The Outlook today screen;• Creating new Folders for E-mail;• Creating Notes	<ul style="list-style-type: none">• Send and receive E-mail with Attachments and Signatures• Track E-mail and set-up an automatic reply when Out of the Office• Create, categorise, find and filter Contacts in the Contacts folder• Understand the Global and Contacts address book so that individuals and groups can be E-mailed more quickly• Keep track of your Appointments, set up Reminders and create a simple Task list• Manage your E-mails by creating new Folders• Create Notes in Outlook to replace post-it notes <p>E-mail Basics</p> <ul style="list-style-type: none">• Overview of Outlook• Sending and receiving E-mail• Attachments• Tracking E-mail• Auto-Signatures• Out of Office Assistant• Printing E-mails <p>Contacts</p> <ul style="list-style-type: none">• Creating, editing, finding and filtering Contacts• Forwarding Contacts• Outlook Address books <p>Appointments</p> <ul style="list-style-type: none">• Creating and editing Appointments• Setting Reminders for Appointments• Creating Recurring Appointments• Creating Events• Using the Task pad <p>Folders & Notes</p> <ul style="list-style-type: none">• The Outlook today screen;• Creating new Folders for E-mail;• Creating Notes
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