

Microsoft Outlook (Introduction-Intermediate)

This course will show you how to use the key features of Microsoft Outlook to manage your Email, track contacts, setup meetings and manage task and task requests.

Course Topics

- ▶ Outlook Basics
 - ▶ Understanding Outlook 2003
 - ▶ Common Screen Elements
 - ▶ The Mail Screen
 - ▶ The Calendar Screen
 - ▶ The Contacts Screen
 - ▶ The Tasks Screen
 - ▶ The Notes Screen
- ▶ Sending Email
 - ▶ Understanding Email
 - ▶ Email in Outlook 2003
 - ▶ How Outlook 2003 Mail Works
 - ▶ Creating Auto Signatures
 - ▶ Adding Importance
 - ▶ Requesting Message Receipts
 - ▶ Formatting Email Messages
 - ▶ Making Word The Email Editor
- ▶ Receiving Email
 - ▶ Understanding the Inbox
 - ▶ Retrieving Email
 - ▶ Adjusting the Message View
 - ▶ Opening an Outlook Data File
 - ▶ Recalling a Sent Message
 - ▶ Using a Saved Message
- ▶ Working With The Calendar
 - ▶ Accessing the Calendar
 - ▶ Creating a Public Calendar
 - ▶ Sharing your Calendar
 - ▶ Scheduling Appointments
 - ▶ Creating Recurring Appointments
 - ▶ Scheduling Appointments and Events
 - ▶ Organising your Appointments
- ▶ Scheduling Meetings
 - ▶ Scheduling a Meeting
 - ▶ Responding to Meeting Requests
 - ▶ Meeting Response Options
 - ▶ Tracking Meeting Responses
 - ▶ Planning a Meeting
 - ▶ Responding to a Meeting Request
 - ▶ Cancelling a Meeting
 - ▶ Responding to a Meeting Cancellation
 - ▶ Viewing Calendars of Other Users
 - ▶ Saving a Calendar as a Web Page
- ▶ Contacts
 - ▶ Understanding the Contact Cards
 - ▶ Adding Contacts to Existing Company
 - ▶ Using Distribution Lists
 - ▶ Using a Partial Distribution List
 - ▶ Creating a Distribution List
- ▶ Tasks
 - ▶ Accessing Outlook Tasks
 - ▶ Creating simple Tasks
 - ▶ Typing Tasks directly
 - ▶ Completing Tasks
 - ▶ Creating a Task Request
 - ▶ Responding to a Task Request
 - ▶ Completing a Task Request
 - ▶ Updating a Task Request
- ▶ Other
 - ▶ Working with Folders
 - ▶ Organising Mail Folders
 - ▶ Junk Mail
 - ▶ Responding to a Task Request



Prerequisites Introduction to Windows or familiarity with the Windows operating system

Duration 1 Day (9a.m. to 4-4.30p.m.)

Investment \$335

For more information or for a tailored proposal please contact TP human capital on 4772 3800

