

Outlook Foundation & Intermediate (2003/2007)

Proposed course outline

Get started with Outlook and use messages, calendar appointments and meetings, set up your Contacts and Tasks.

Courses are tailored to individual requirements but topics which may be covered include:

Introduction to Outlook

- Working round the Outlook screen
- Identifying panes
- Getting Help

Messages

- Creating new messages
- Addressing methods
- Sending options
- Viewing
- Replying and Forwarding
- Attachments
- Signatures
- Flagging
- Filing
- Folders
- Sorting
- Deleting
- Changing views
- Applying categories
- Setting Out of Office

Calendar

- Viewing appointments
- Create appointments
- Appointment options
- Recurring appointments
- Scheduling meetings

- Sharing calendars
- Viewing others' calendars
- Assigning permissions

Contacts

- Create Contacts
- Organise Contacts
- Use Categories
- Create distribution lists

Notes & Tasks

- Create Tasks
- Edit Tasks
- Delete Tasks
- Create Notes
- Display Notes