



Microsoft Outlook Training - Level 1 Course Contents - Duration: 0.5 Days

What we will learn:

Introduction

- The role of Outlook
- The Navigating pane
- The Reading pane

Tasks

- Creating tasks
- Recurring tasks
- Receiving a task
- Viewing tasks
- Setting reminders
- Updating task status
- Setting task priorities
- Assigning task categories
- Assigning a task to a contact

Contacts

- Creating new contacts
- Contact details
- Viewing contacts
- Printing contacts
- Letters to contacts
- Creating new contact folders
- Importing contact data

Journal

- What does it do?
- Manually entering events
- Automatically entering events
- Changing journal views
- Locating events
- Using mail merge
- Creating new contacts folders
- Networking issues

Email

- Configuration for email
- New messages
- Creating distribution lists
- Attaching files
- Forwarding mail
- Organising your messages
- Setting up a new mailbox
- Junk email filter
- The Safe Senders list
- The Safe Recipients list
- Enhanced privacy features
- Information rights management

Calendar

- Creating an appointment
- Entering recurring appointments
- Setting meetings
- Using the meeting planner
- Side-by-side calendars