Getting Started with Outlook - Bite Sized

Available in Office 365, 2019, 2016, 2013 & 2010

Outlook Overview

- Navigating the Outlook 2016 Screen
- Introducing the To Do Bar
- Working with the Ribbon & Commands
- Exiting Outlook

E-mailing with Outlook

- Sending & Receiving Messages
- Working with the Reading Pane
- Addressing Messages with the Address Book
- Checking Spelling & Grammar
- Replying To & Forwarding Messages
- Working with File Attachments
- Marking Messages with Follow-Up Flags

The Calendar

- Viewing & Navigating the Calendar
- Scheduling Appointments
- Editing Appointments
- Appointments & the To Do Bar
- Snoozing & Dismissing Reminders

Contacts

- Creating a New Contact
- Addressing Messages to Contacts

Course Duration: 1/2 Day

Price Per Day: £695

(For any 2 Bite Sized courses)

Suitable For:

Those who have little or no experience of Outlook who need to be able to communicate with others using e-mail and add appointments to their diary.

Learning Outcomes:

On completion of this course, delegates will be able to move around Outlook, send, read and forward e-mail messages, and work with message attachments. They will also be able to keep track of their appointments in their calendar.

Prerequisite Skills:

Delegates attending this course must be proficient with a mouse and keyboard and be able to confidently work within a Windows environment - minimise, maximise, open, close.