

The Essentials

Handling Mail

- Customising your Inbox
- Managing Attachments
- Search and Find Mail
- Handling Junk Mail
- Organising with:
 - Conditional Formatting
 - Flags, Categories, Folders
 - Quick Steps, Rules, Clean Up

Creating and Sending

- Create, Reply and Forward
- Voting Buttons
- Signatures
- Out of Office Replies
- Delivery Options
- Personal Stationary
- Inserting Objects
- Formatting and Quick Parts
- Settings

Working with Contacts

- Creating a New Contact
- Creating a Contact Group
- Assigning Categories
- Move, Copy and Search Contacts
- Sharing Contact Data
- Utilising Contact addresses

Working with Calendars

- Introduction
- Create an Appointment
- Create a Meeting
- Chair a Meeting
- Respond to a Meeting
- Opening other Calendars
- Print, Email and Share
- Setting Preferences
- Inserting Objects

Creating Tasks and Notes

- Introducing Tasks
- Creating and assigning Tasks
- Creating Notes

Is this the right level for you?

This course is suitable for delegates who are either new to Outlook or who are self-taught. You must have a basic understanding of a Microsoft Windows PC or laptop including keyboard and mouse familiarity.

What will you be able to do?

The aim of the course is to provide you with the essential skills to work with and manage your Mail Items, Contacts and Calendars. It will also cover the time saving features associated with Tasks and Notes.

Training Process

Laptops are provided with individual email addresses to mirror the work environment and make this session interactive. Delegates will be asked to carry out exercises during the training to reinforce their knowledge. Opportunity for questions throughout.

Booking Details

Email: training@firstpointconsultants.co.uk
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Website: www.firstpointconsultants.co.uk

Duration

1 Days Training

Course Reference

FCP/Outlook 2013/The Essentials