
This course is suitable for those with limited or no previous experience using MS Outlook. Even existing users of MS Outlook do not realise its full potential, using it simply to send and receive mail.

We will explore the Mail features of MS Outlook along with how to manage contacts using the Address Book. The Calendar is also a very powerful feature within outlook allowing you to plan your daily, weekly and monthly schedule. Using the calendar, we will see how to schedule appointments, access other calendars, invite others to meetings etc.

Mail Basics

- ✓ Changing View Preferences
- ✓ Reading Mail
- ✓ Sending Mail Messages
- ✓ Send Delivery Options
- ✓ Attaching and Sending Files
- ✓ Receiving Messages
- ✓ Replying to Messages
- ✓ Forwarding Messages
- ✓ Receiving and Saving Attachments
- ✓ Printing Messages
- ✓ Selecting Multiple Messages
- ✓ Deleting E-mail

Mail Management

- ✓ Creating a Folder
- ✓ Moving and Copying Messages
- ✓ Removing Attachments

Other Mail Functionality

- ✓ Using the Out of Office Assistant
- ✓ Troubleshoot Mail – Resend / Recall Mail
- ✓ Create a Calendar Entry / Task from Mail

Working with your Address Book

- ✓ Adding / Editing / Deleting Contacts
- ✓ Add Sender to Address Book
- ✓ Creating Groups
- ✓ Printing Contacts

Calendar

- ✓ Using the Calendar
- ✓ Editing / Deleting Appointments
- ✓ Recurring Appointments
- ✓ Calendar Options
- ✓ Printing the Calendar
- ✓ Scheduling Meetings with others
- ✓ Delivery Options for Meeting Invitations
- ✓ Respond to Meeting Invitations
- ✓ Cancel / Re-Schedule Meetings