

Outlook MS Office Email and Personal Information Manager

Course Duration 3 hours

Aim

To connect, communicate and collaborate effectively

Prerequisites

Familiarity with the Windows environment and mouse

Topics

- ▼ What is Outlook?
- ▼ Moving around the Outlook desktop
- ▼ Using Outlook Today
- ▼ Sending email
- ▼ Reading email
- ▼ Replying and Forwarding email
- ▼ Using Contacts
- ▼ The Calendar
- ▼ Create Meetings and Invite Others
- ▼ Managing your Task List
- ▼ Using Colour and the Organizer
- ▼ Journal entries
- ▼ Notes
- ▼ Customising Outlook
- ▼ Printing

