

Course Objectives

This intermediate MS Outlook course is for anyone who needs to understand how Outlook works. Suitable for those with a basic knowledge of MS Outlook.

Course Description

By the end of this course you will be able to understand how to management your emails by flagging emails, grouping them, marking them as read/unread and using the focused inbox, create rules, colour code emails and filter. You will learn about quick parts, using direct replies, recalling emails, quick steps and the out of office assistant. Working with Notes is covered and lastly you will learn how to work with multiple calendars.

Estimated Course duration is 3 hours. Each lesson takes on average 3-5 minutes to complete.

Mail Management

- Using the Focused Inbox
- Marking Mail as Read or Unread
- Grouping Mail
- Flagging Mail
- Using Mail Folders
- Moving Mail
- Junk Mail
- Deleting Mail
- Sorting Mail
- Colour Coding and Categories
- Filtering Mail
- Rules
- Searching Mail

Mail Features

- Mail Tips
- Signatures
- Quick Parts
- Voting Buttons
- Priority and Sensitivity Levels
- Using Direct Replies To
- Send and Receive Settings
- Resend and Recall
- Quick steps
- Out of Office Assistant
- Screenshots

Working with Multiple Calendars

- Creating Calendars
- Working with Multiple Calendars
- Sharing Calendars
- Accessing other Calendars
- Calendar Groups

Working with Notes

- Creating Notes
- Reading and Editing Notes
- Organising Notes
- Resizing and Deleting Notes
- Working with Notes
- Printing Notes
- Creating Appointments and Tasks from Notes