

# Outlook

## Course Outline

*1 Day Course*

### **WHO SHOULD ATTEND?**

Anybody with basic computer skills who is in a Work environment that requires them to operate email, use a calendar, and maintain a list of contacts.

### **PREQUALIFICATIONS**

This course does not teach basic computer use to participants, and it is expected that participants will be familiar with the basic operating system, and basic Windows operations such as selecting a program, Opening and closing files and saving files. If you are unsure, you can visit our website [www.softawarelearning.com](http://www.softawarelearning.com) and take our free online skills test.

### **RESOURCES**

As part of the course you will be provided with a USB containing electronic copies of the training manual, quick reference guides, basic tips guide and exercise files.

### **OUTCOMES**

On completion, participants will know their way around Outlook, be able to set up, send and receive emails, operate the contacts folder and the calendar, and receive some introductory training in tasks.

### **OUTLINE INCLUDES**

<b>INTRODUCTION TO OUTLOOK</b>		<b>CALENDAR</b>	
<ul style="list-style-type: none"> <li>• What is Outlook</li> <li>• Delivery</li> <li>• Setting up</li> </ul>		<ul style="list-style-type: none"> <li>• Using appointments &amp; meeting requests</li> <li>• Events</li> <li>• Scheduling &amp; tracking</li> <li>• Calendar views</li> </ul>	
<b>OUTLOOK WORKSPACE</b>		<b>TASKS</b>	
<ul style="list-style-type: none"> <li>• The toolbars</li> <li>• Customising the toolbars</li> <li>• Creating custom views</li> <li>• Outlook Today</li> <li>• Creating signatures</li> <li>• Additional folders</li> </ul>		<ul style="list-style-type: none"> <li>• Create a new task</li> <li>• Assign tasks</li> <li>• Task list views</li> <li>• </li> </ul>	
<b>EMAIL</b>		<b>NOTES</b>	
<ul style="list-style-type: none"> <li>• Creating a message</li> <li>• Sending &amp; receiving</li> <li>• Flag an email</li> <li>• Sorting and searching emails</li> <li>• Formats and stationery</li> </ul>		<ul style="list-style-type: none"> <li>• Using Notes</li> <li>• Creating a note</li> <li>• Assigning a Note</li> </ul>	
<b>CONTACTS</b>		<b>MANAGEMENT</b>	
<ul style="list-style-type: none"> <li>• The Contact list</li> <li>• Adding a contact</li> <li>• Creating a distribution list</li> </ul>		<ul style="list-style-type: none"> <li>• Rules &amp; alerts</li> <li>• Out of Office Assistant</li> </ul>	

