



# Microsoft Outlook: Intermediate

Duration: 1 Day

## Introduction/Summary

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Microsoft Outlook is an integrated email, diary and contact database tool for managing and organising email messages, schedules, tasks, notes, contacts, and other information from a single location. As one of the core components of the Microsoft Office package, a thorough knowledge of this software is essential for people working in the modern office environment, as well as those who work remotely.

TheLightBulb's one day intermediate course on Microsoft Outlook, is designed for you to progress the basic knowledge you already have and will be able to move on to its more advanced use. We examine how Outlook can be customised to suit your precise needs and show you how utilising the advanced features of Outlook can help you and your colleagues better organise your time and information.

This workshop can only be delivered at your own premises.

## Outcomes

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By the end of this course you'll be an expert user of this valuable tool, certain that you are using the application to manage your time and information with maximum efficiency.

## Content

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The workshop aims to cover the following content:

- Revision of necessary topics
- Calendar Labels
- Advanced Tasks
- Advanced Journal
- Using Outlook Messaging Features
- Working with the Message Window
- Formatting Outlook Messages
- E-mail Selection
- Working with the Rules Wizard
- Working with Files and Applications
- Customising the Outlook Bar
- Working with Folders
- Using Other Shortcut Components
- Creating HTML Messages

## Requirements/Pre Requisites

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Delegates must already be using Outlook