



Microsoft Outlook: Introduction

Duration: 1 Day

Introduction/Summary

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, grounding in this essential software is a basic requirement for people working in the modern office environment.

TheLightBulb offer a core training course in Microsoft Outlook, showing you how to send and receive emails, use the diary and the contact database and schedule meetings.

This workshop can only be delivered at your own premises.

Outcomes

By the end of this course you'll be a confident user of Microsoft Outlook, able to use this powerful email client and organisational tool to help you manage your time and information as efficiently as possible.

Content

The workshop aims to cover the following content:

- Outlook Basics
- Outlook Messaging – send and receive messages, add attachments and understand the options
- Personalise your messages
- Managing Messages and General Housekeeping
- Calendar – understand the views and create your own appointments
- Scheduling with the Calendar – creating meetings with other people
- Managing Contacts
- Working with Tasks to create a To Do list
- Using Notes

Requirements/Pre-Requisites

Delegates must have attended a Windows Introduction course or be proficient in the use of PC and Mouse.