



4D Group

## Outlook

### Who would benefit?

This course is for those who want to communicate by email, record events in their diary, control their to-do list and to keep a record of their contacts using Outlook.

### Objective

To provide individuals with the necessary knowledge to use the different areas in Outlook.

### Content

- Discuss individual's needs
- What is Outlook
- Customise views
- Use folders
- Archive messages
- Work with categories
- Create, reply, and recall messages
- Use address book
- Store distributions lists
- Work with flags
- Use buttons to limit responses
- Work with attachments
- Add your signature automatically
- Use mail templates (themes)
- Use Out of Office Assistant
- Work with rules
- Schedule single appointments
- Schedule reoccurring appointments
- Plan meetings with others
- Store details of your contacts
- Use the tasks facility
- Assign tasks to others
- Work with tasks assigned to you
- Regenerate tasks
- Use notes
- Use the find and organise facilities
- Customise Outlook

### Duration

One day