Gearing You For Growth

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Microsoft Outlook (Level 1)

Course Overview

Email has become one of the most widely used methods of communication, whether for personal or business communications. In most organisations, large or small, email is the preferred form of communicating information amongst employees. As email grows in popularity and use, most organisations have found the need to implement a corporate mail management system such as Microsoft Office Outlook to handle the messages and meeting invitations sent among employees.

In this course, delegates will explore the Outlook interface and will be able to use Outlook to:
- Send, receive, and manage email messages.
- Manage contact information.
- Schedule appointments and meetings.
- Create tasks and notes.
- Customise the outlook interface to suit their working style.

This course is the first in a series of two Microsoft Office Outlook courses. It will provide delegates with the basic skills they need to start using Outlook to manage email communications, calendar events, contact information, tasks, and notes.

Target Audience

This course is intended for delegates who have a basic understanding of Microsoft Windows and want or need to know how to use Outlook as an email client to manage their email communications, calendar events, contact information and other communication tasks.

Prerequisites

To ensure success, delegates should be familiar with using personal computers, have experience using a keyboard and mouse. Delegates should be computer literate. Specific tasks the delegates should be able to perform include launching and closing applications, navigating basic file structures, and managing files and folders.

Duration
- 1 Day

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Course Outline

Module 1: Getting started with Outlook
- Navigate the Outlook interface.
- Work with messages.
- Access Outlook help.

Module 2: Formatting messages
- Add message recipients.
- Check spelling and grammar.
- Format message content.

Module 3: Working with attachments and illustrations
- Attach files and items.
- Add illustrations to messages.
- Manage automatic message content.

Module 4: Customising message options
- Customise reading options.
- Track messages.
- Recall and resend messages.

Module 5: Organising messages
- Mark messages.
- Organize messages using folders.

Module 6: Managing your contacts
- Create and edit contacts.
- View and print contacts.

Module 7: Working with the calendar
- View the calendar.
- Create appointments.
- Schedule meetings.
- Print the calendar.

Module 8: Working with tasks and notes
- Create tasks.
- Create notes.