

Duration 1 day

Pre Requisites

Delegates require no previous experience.

Objectives

- Use outlook to organise your day
- Use outlook Mail as your email editor
- Track and group your messages to organise your mail
- Use the calendar to schedule and view events
- Prioritise and delegate tasks to manage your time
- Manage contact records for quick access to addresses

Versions Available

97, 2000, XP, 2003, 2007

Further Learning

Outlook Intermediate

Course Content

- **Outlook Essentials**
 - Getting Started
 - Exploring the Outlook Window
 - Navigating in Outlook
 - Getting Help
 - Choosing an Office Assistant
 - Obtaining Context-Sensitive Help
 - Printing Documents
 - Setting Up the Page
 - Previewing and Printing a Document
- **Communicating with Mail**
 - Using the Inbox
 - Checking for New Messages
 - Previewing and Opening Messages
 - Selecting and Printing a Message
 - Closing a Message
 - Sorting & Filtering Messages
- **Composing a New Message**
 - Addressing and Typing a Message
 - Editing & Formatting Text
 - Using AutoComplete
 - Including an AutoSignature
 - Correcting Spelling as You Type
 - Sending a Message
 - Forwarding and Replying to Messages
 - Replying to a Message
 - Managing Messages Using Folders
 - Moving a Message to a Folder
 - Deleting and Restoring a Message
- **Organising Contacts**
 - Creating a Contact List
 - Adding Contacts Manually
 - Selecting and Editing an Address Card
 - Transmitting and Adding Contacts
 - Managing Contacts
 - Changing the Current View
- **Scheduling with Calendar**
 - Navigating in Calendar
 - Viewing a Day, a Week, or a Month
 - Using the Date Navigator
 - Viewing a Range of Dates, Several Weeks, and Discontiguous Days
 - Showing Two Time Zones
 - Making and Moving Appointments
 - Selecting an Appointment and Modifying the Date in Day View
 - Modifying the Date in Week View
 - Changing the Time of an Appointment
 - Managing Appointments
 - Editing Recurring Appointments
 - Creating Tentative Appointments
 - Inserting All Day Events
 - Deleting Appointments
 - Restoring Deleted Appointments
- **Keeping a Journal and Using Notes**
 - Tracking Activities
 - Recording Activities Automatically
 - Setting Shortcut Opening Options and Using a Journal Entry as a Shortcut
 - Working with Notes
 - Writing a Note
 - Opening and Editing a Note
 - Organising Notes
 - Changing Icon Size