

OUTLOOK INTRODUCTION

This workshop contains introductory Outlook skills for participants who are new to Outlook.

Included with this workshop is:

- Manual and quick reference guide,
- ½ hour of free telephone help with a certified Outlook Expert.

WORKSHOP ID: 90 | WORKSHOP LENGTH: 1 DAY | TIME: 9:00AM-4:00PM | FEE: \$350/PERSON + GST

COURSEWARE OUTLINE

INTRODUCTION

- What is Microsoft outlook?
- The Outlook window

E-MAIL

- Compose messages
- Address a new message
- Format message text
- Use send options
- Check for messages
- Read and preview messages
- Print messages

WORK WITH CONTACTS

- Create and delete a contact
- Create a contact from the same company
- Organize contacts
- Edit a contact
- Remove duplicate contacts
- Sort contacts
- Organize contacts
- Change contact views
- Print contacts

E-MAIL MANAGEMENT

- Use additional mail features
- Respond to messages
- Save your messages
- Save messages in other formats
- Work with attachments
- Work with signatures

ORGANIZE E-MAIL

- Sort and find messages
- Manage email folders
- Move and copy messages
- Archive messages
- Assign categories

USE THE CALENDAR

- Navigate the calendar
- View consecutive and non-consecutive days
- Change the calendar view
- Create meetings & events
- Print the calendar

CREATE AN APPOINTMENT

- Edit/Delete appointments
- Work with reminders
- Create a recurring appointment
- Plan a meeting
- Update meeting attendees
- Customize print options

ACTIVITIES

- Manually record an activity
- Link activities to contacts

USE NOTES

- Create notes
- Edit notes
- Organize notes
- Print notes

USE TASKS

- Manage tasks
- Create one-time and recurring tasks
- Assign tasks
- Send status reports
- Print tasks

BASIC SKILLS CHECKLIST

No previous knowledge of Outlook is required. Before attending this workshop, you should be able to size and move windows, make menu choices, use cut and paste, and manage documents with Windows Explorer.

CALL NOW OR VISIT OUR WEBSITE TO REGISTER

Toronto
Toll Free
Register Online

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1800-654-3251
<http://www.edtech.ca/course.asp?id=90>