MS Outlook Foundation (1031)

Duration: ½ Day

Membership: This course is intended for delegates with little or no experience with MS Outlook or those who feel that formal training with the basics of the application would be advantageous. The course is designed as an introduction to the most important features of MS Outlook (e-mail, task management, scheduling meetings etc) and aiMS to provide greater appreciation of the capabilities of the application.

Objectives: On completion of this course delegates will be able:

- To compose new e-mails
- Reply, forward e-mails
- To deal with received e-mails more effectively
- To attach files and change properties of e-mails
- Use of Out of Office assistant

Structure: Each course will consist of 2 sessions divided into modules of work.

Content:

- MS Outlook environment
- Composing, receiving, forwarding mail
- Attachments in E mails
- Organising folders
- Out of Office assistant
- Troubleshooting

Pre-requisites: Delegates should be confident in the use of keyboard and mouse, and the Windows environment.

Contact:

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