UTILISING OUTLOOK

DURATION
½ day (3 hours including 15 minute break)

COURSE DESCRIPTION
This course is directed towards candidates who use Outlook who want to explore more in-depth mail and calendar features including collaborating with others by sharing calendars and scheduling meetings.

CANDIDATE LEVEL
Candidates should already hold a basic knowledge of using Outlook including:
- how to address, send, open and delete email including mail with attachments
- create a folder and move a message to that folder

COURSE CONTENT*

THE OUTLOOK ENVIRONMENT
Change Screen Layout:
To-Do Bar/Reading Pane Options, Sort and Filter emails, Message preview and tight spacing

E-MAIL TOOLS
Set automatic spell check upon send
Dictate an email / read aloud (if available)
Save and use templates
Add Voting Buttons or a Poll
Send an email to a Team Channel

ORGANISING MAIL
Use the Instant Search Tab
Flagging mail
Add and use quick steps
Conditional formatting of inbox messages
Categorise

EMAIL RULES
Set up Out of Office Automatic replies
Set up and use a basic rule to organise mail

CALENDAR
Create an appointment and mark as busy
Categorise appointments
Create and respond to meeting requests
Calendar Sharing

CONTACTS
Add someone to your contacts
Set up a Distribution List for yourself

TASKS
Create a basic task
Flag to remind you

Example Timings: 9:00-12:00 | 9:30-12:30 | 13:00-16:00 | 13:30-16:30

* The outline provides guidance on the topics to be covered on the course. Course content may vary according to the requirements and abilities of the members of the group.