



Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge.

Courses run at your premises and on your own computers.

Who should attend?

Anyone who has not used Outlook before.

Requirements

Delegates must be confident in using a keyboard, Windows and a mouse.

Aim

By the end of the course you will be able to use the basic features in Outlook, manage E-mail, the Contact list and Appointments.

What will I learn?

In particular you will be able to:

- Send and receive E-mail with Attachments and Signatures
- Track E-mail and set-up an automatic reply with Out of the Office
- Create, categories, find and filter Contacts in the Contacts folder
- Understand the Global and Contacts address book
- Keep track of your Appointments, set-up Reminders and create a simple Task list
- Manage your E-mails by creating new folders
- Create Notes in Outlook

Time Table

Session 1

- Overview of Outlook
- Sending and receiving E-mail
- Attachments
- Tracking E-mail
- Auto-Signatures
- Out of Office Assistant
- Printing E-mails

Session 2

- Creating
- Editing
- Finding and filtering Contacts
- Forwarding Contacts
- Outlook Address books

Session 3

- Creating and editing Appointments
- Setting Reminders for Appointments
- Creating Recurring Appointments
- Creating Events
- Using the Task pad

Session 4

- The Outlook today screen
- Creating new folders for E-mail
- Creating Notes



Next step:

To find out more about this course and any others, call **020 8203 1774** or visit www.theittrainingsurgery.com