

Outlook Fundamentals (Modules 1-4)

1 Introduction & Using Email

- ◆ Overview of Outlook
- ◆ Use the Inbox
- ◆ Compose and Send new message
- ◆ Using the Address Book
- ◆ Forward and Reply to messages
- ◆ Recalling and printing messages

2 Working with Tasks, Contacts, the Journal & Notes

- ◆ Managing tasks
- ◆ Adding and editing contacts
- ◆ Sharing contact information
- ◆ Contact activity tracking
- ◆ Overview of the Outlook Journal
- ◆ Using the Notes feature

3 Using the Calendar & Scheduling

- ◆ Entering appointment into calendar
- ◆ Assigning categories in Outlook
- ◆ Inserting events
- ◆ Creating and sending meeting requests
- ◆ Working with meeting requests
- ◆ Managing meeting responses

4 Managing Information

- ◆ Creating and using personal folders
- ◆ Creating and applying rules to manage mail
- ◆ Using the Organise page
- ◆ Customising the Outlook Bar