

OUTLOOK MORE THAN JUST E-MAIL - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



Working With The Calendar

- ▶ Viewing & Navigating the Calendar
- ▶ Customising the Working Week
- ▶ Scheduling Appointments & Events
- ▶ Editing Appointments & Events
- ▶ Recurring Appointments & Events
- ▶ Sharing Calendars with Others
- ▶ Planning Meetings & Responding to Meeting Requests

Using The Task List

- ▶ Creating & Editing Tasks
- ▶ Completing & Deleting Tasks
- ▶ Recurring Tasks

Reminders

- ▶ Setting Calendar & Task Reminders
- ▶ Viewing Calendar & Task Reminders
- ▶ Snoozing & Dismissing Reminders

Outlook Contacts

- ▶ Creating a New Contact
- ▶ Editing a Contact
- ▶ Deleting a Contact
- ▶ Creating Contact Groups

Notes

- ▶ Writing a Note

Course Duration: 1/2 Day

Price Per Day: £695
(For any 2 Bite Sized courses)

Suitable For:

Those who currently use Outlook for e-mail who want to utilise other Outlook tools, such as the electronic diary, task list and contacts.

Learning Outcomes:

On completion of the course, delegates will be able to set and keep track of both their own and other peoples' diary arrangements, including planning and responding to meeting requests and creating personalised task lists with reminders. They will also be able to store their contacts, telephone numbers and e-mail addresses electronically.

Prerequisite Skills:

Delegates attending this course must be familiar with the Outlook interface and able to send, open, reply to and forward e-mail messages.