

Outlook – Introduction

½ Day [3hrs] Hands On Training Course

Designed for **new users** of Outlook this session will cover the basics of using email, calendar, and contacts.

Requirements

This session is best run hands on with participants utilising a computer

What You Will Cover:

- Navigation of Outlook
- Inbox – sending email
- Attachments
- Forwarding/CC/Replying to email
- Email Options
- Email Management
- Searching for messages
- Creating Contacts
- Managing Contacts
- Shortcuts for adding new contacts
- Calendar Overview
- Creating Appointments
- Creating Meetings