

# Outlook – Advanced

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## ½ Day [3hrs] Hands On Training Course

Designed for **current users** of Outlook wanting to increase their productivity with this everyday tool.

### Requirements

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

### What You Will Cover:

- Review of email basics
- Email options – reply to another
- Email Signatures
- Rules
- Review of contacts
- Advanced Calendar tools
- Multiple calendar dates
- Recurring calendar entries
- Using Tasks
- Managing tasks via Calendar
- Archiving