Microsoft Outlook 365 – Advanced

½ Day [3hrs] Hands On Training Course

Designed for **current users** of Outlook wanting to increase their productivity with this everyday tool. This session is based on Microsoft Outlook 365 classic desktop version and not New Outlook or web app.

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