

Microsoft Outlook 365 – 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. 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:

- 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