

# Microsoft Outlook Intro

## Course Outline

**Course Format: One Day**  
**Max Capacity: 6 People**

**This course is for people who understand the use of Microsoft Outlook. The course will build on this knowledge and explore the more advanced features. A good working knowledge of Microsoft Outlook. Use of Microsoft Exchange Server for meeting and task delegation topics. All delegates should be familiar with Windows analysis rapidly and share insights easily.**

### **Outlook Review**

- A review of the working concept of Outlook, together with the key elements of the application

### **Folders and Address Books**

- Working with Standard Folders
- Creating and using Personal Folders
- Creating and using Distribution Lists

### **Calendar**

- Formatting Calendar Views
- Calendar Fields
- Using Filters
- Using Scheduling Assistant
- Modifying Views and creating custom Views
- Customising the printing calendar.

### **Tasks**

- Formatting Task Views
- Task Fields
- Grouping and Filtering Tasks
- Organising Tasks by Project
- Task ownership
- Assigning Tasks to others

### **Organising e-mails**

- Using Quick Steps
- Creating a new Quick Step
- Using Search Folders

### **Contacts**

- Formatting Contact Views
- Working with Contact Fields
- Sorting and Filtering Contacts

### **Categories**

- Understanding Categories
- Using the Master Category List
- Defining own categories
- Assigning categories to contacts and tasks

### **Tracking and Delivery Options**

- Using Voting Buttons
- Delayed delivery
- Direct replies to...