



MICROSOFT OUTLOOK – INTERMEDIATE

Course Duration: 1 Day

1. Email

- Use a mail template to compose a message
- Format a rich text message
- Insert a signature
- Change the priority of Email
- Spell check Email
- Recall a message

2. Reading E-mail messages

- Set viewing options for a mail folder

3. Organising mail folders

- Navigate between different mail folders
- Sort items in a folder
- Flag a Message
- Adding Voting Buttons
- Categorising emails
- Find a particular message
- Filter a view
- Create a folder
- Move items between folders
- Delete or archive a mail message

4. Contacts and the Address Book

- Use an Address Book to address a message
- Display different address lists
- Find a name in an address list
- Create, edit and delete a contact
- Sort the contacts list and find a contact
- View activities with a contact

5. The Calendar

- Navigate within the Calendar
- Schedule an appointment or event
- Schedule a multi-day event
- Set a reminder
- Modify or delete an appointment
- Identify conflicting appointments
- Schedule a recurring appointment
- Customise the Calendar view
- Publish the Calendar as a web page

6. The Task List

- Create a task
- Update progress on a task
- Delete a task
- Change the view for tasks
- Organise tasks using categories
- Edit the Master Category List
- Assign a task to another mail recipient
- Accept or decline a task

7. Making notes

- Create and edit a note
- Change the look of a note
- Organise and find notes
- Delete a note

8. Sharing data with Outlook and Office

- Create a new Office document within Outlook
- Use the Office Clipboard
- Integrate Outlook components and share data between items
- Record an activity in the Journal

9. Planning meetings

- Plan a meeting and invite attendees
- Add or remove meeting attendees
- Reschedule or cancel a meeting
- Accept or decline a meeting request
- Propose a new time for a meeting
- Schedule the use of a resource for a meeting
- Printing from Outlook
- Define a print style for a particular item
- Print a mail message
- Preview and print from the Calendar
- Print your appointments, tasks and contacts lists

10. Customising toolbars

- Add folders to the Outlook Bar
- View hidden toolbars and float and dock toolbars
- Customise a toolbar