Microsoft Outlook – level 1 (Basic) – 1 day

Microsoft Office Outlook is a Personal Information Manager and email client. The main functionality is to manage in relation to each of the following data:
- email messages: create, send, receive and archive
- appointments in an electronic calendar

Outlook can be used in an organization to share data and to cooperate with one another by using Microsoft Exchange Server. For example, a central address book and distribution list for the dissemination of email are tracked, as well as the plans of joint meetings.

This training is focused on the use of email and calendar management.

Prerequisites for this course are General basic skills and knowledge of Word to the extent of the Level 1 course.

Content

Explore Outlook
- What can you do with Outlook
- The button "Tell me what you want to do" (only in Office 2016)
- Screen exploring
- The Navigation Pane
- TheTo-Do Bar
- The Backstage

Mail
- Views
- Moving the Reading Pane
- Creating a new Email message:
  - Addressering (BCC and FROM)
  - Subject
  - Text formatting
  - Check Spelling
- Options:
  - Attachment
  - Attach files from OneDrive, OneDrive for Business or SharePoint
  - Importance and Sensitivity
  - Request Delivery receipt and read receipt
  - Delay delivery
  - Other options
- Open and save attachments

- Replying email
- Printing Email
- Searching in Email

Structure mail
- Sort Email
- Create folders
- Moving Email to folders
- Categorize Email
- Working with Search Folders

Calendar
- Views
- Creating an Appointment
- Creating a Recurring appointment
- Create Meetings and invite
- Check availability
- Keep track on meeting invitations
- Printing a Calendar

Extended possibilities
- Create and setup signatures
- Show Weeknumbers in the Calendar
- Automatic Replies (Out of Office)
- Create and manage Rules
- Searching in Calendar

For more information: www.westhaghe.com