

## Microsoft Outlook Standard

This course will show you how to use Outlook to your best advantage, so that it becomes an indispensable part of your working day.

### 1 Using Outlook for Email

#### Aims of this session

To help you find your way around Outlook, adjusting the view to suit your own needs. Also to enable you to receive and send emails, and file attachments, and organise your messages.

On completing this session you will be able to

- Understand webmail and POP3 mail
- Write effective emails
- Understand spam issues and the danger of virus infection
- Manage Outlook views
- Receive and read messages
- Organise messages
- Create and reply to messages
- Send and receive file attachments

### 2 Using the Contacts List

#### Aims of this session

To introduce the many uses of the Contacts list and enable you to email single contacts or groups of contacts. Also to search for information using different contact views.

On completing this session you will be able to

- Create and use contacts
- Create distribution lists
- Manage contacts using categories
- Make use of different contact views

### 3 Using the Calendar

#### Aims of this session

To enable you to use the Outlook Calendar as an electronic diary, making use of reminders and different views. Also to understand the workgroup features which are available when using Exchange Server.

On completing this session you will be able to

- Navigate the Calendar and make use of different views
- Schedule appointments and reminders
- Schedule recurring events
- Schedule meetings with other Outlook users

## 4 Tasks and Notes

### Aims of this session

To introduce the Task list and understand how to schedule and organise tasks for yourself, as well as how to assign tasks to others and track them. Also how to use the Notes feature to capture information, and ways to make use of note information.

### On completing this session you will be able to

- Create tasks
- Schedule and organise tasks
- Assign tasks and track progress
- Share task information
- Create and categorise notes
- Send and assign notes
- Create tasks, appointments, messages and contacts from notes