

OUTLOOK INTRODUCTION

COURSE CONTENT OVERVIEW



PEOPLE ROMANTICIZE
MISTAKES AND PROCESS.
BUT THERE IS NO PROCESS
IF YOU DON'T START.

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TRAINING



3 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

WHO IS THIS FOR?

This course is designed for individuals who are new to using Microsoft Outlook and want to grasp the foundational skills required for effective email management and scheduling.

PRE-REQUISITES

Attendees should have a basic understanding of using computers, navigating software interfaces, and handling emails.

COURSE OBJECTIVES

Participants will acquire fundamental skills in Microsoft Outlook, enabling them to effectively manage emails, contacts, calendars, and basic tasks while navigating the primary features of the application.

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COURSE CONTENT

Introduction to Outlook Interface

Overview of Outlook interface, including layout and navigation.
Understanding the mailbox structure and folder organization.

Email Basics

Composing, sending, and replying to emails.
Managing emails with folders and categories.

Contacts and Address Book

Creating and managing contacts within Outlook.
Utilising the address book for efficient communication.

Calendar Basics

Scheduling appointments and meetings in the calendar.
Understanding basic calendar views and options.

Introduction to Tasks and Notes

Creating and managing tasks for personal organization.
Utilizing notes for quick reminders and information.

Email Organization Techniques

Using flags, categories, and rules for email organization.
Managing junk email and other basic settings.

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