



White Horse Computer Training

Course Outline

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TRAINING • DEVELOPMENT • CONSULTANCY

Outlook Quick Trip – Fast track course to get up to speed

Duration: 1/2 day **Pre requisites:** Basic familiarity with keyboard and mouse

- **Overview**
 - What is Outlook for?
 - Overview of Outlook Today
 - Customising Outlook Today
 - Creating and using personal folders
- **E-mails**
 - Creating and sending messages and attachments
 - Addressing e-mails
 - Sorting, finding, and filtering messages
 - Creating signatures
 - Creating Distribution lists
 - Setting up your e-mail in Outlook
- **Calendar, Appointments and Meetings**
 - Scheduling appointments
 - Assigning categories
 - Editing appointments
 - Recurring appointments
 - Inserting all day events
 - Managing tasks
 - Viewing the calendar
- **Working with Contacts**
 - Adding, editing and deleting contacts
 - Multiple contacts for the same organization
 - Multiple addresses
 - Contact activity tracking
 - Organizing contacts by category
 - Grouping your contacts
 - Create and print a telephone directory
- **Using the Notes feature**
 - Adding, editing and deleting notes
 - Categorizing Notes
 - Viewing by colour
- **Tasks**
 - Creating tasks
 - Scheduling tasks
 - Recurring tasks
- **Customizing the Outlook Environment**
 - Customizing the Outlook bar
 - Working with views
 - Creating and applying a custom view
 - Viewing web pages in Outlook