



Duration: 1 day

Delegates will learn to take advantage of the following features..

E-mail/Inbox

- Send & Receive Messages
- Reply and Forward
- Send Options
- File Attachments
- Reading & Printing Messages
- Deleting Messages
- Personal Address Book
- Personal Groups
- Check Names

Folders

- Sub Folders
- Finding Items
- Views

Tasks

- Create
- Sort & Prioritise
- Recurring Tasks
- Tracking Tasks
- Category Names for Tasks
- Assigning Tasks to Others

Journal

- Tracking Tool
- Automatically Record Activities
- Views

Calendar

- Creating Appointments
- Recurring, Tentative, Busy
- Copying and Moving Appointment
- Appointment Reminder
- Editing and Appointment
- Creating an Appointment from a Task
- Autodate
- Taskpad
- Meeting Planner
- Changing Meetings
- Autopick
- Creating a Meeting from a Contact
- Changing a Meeting after Sending Invite
- Automatically Accept or Decline
- Responding to Meeting
- Customising Calendar
- Holidays
- Displaying Calendar to Others

Notes

- Creating
- Viewing
- Categorising

Archive

- Auto Archiving
- Archiving
- Expired Items

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