



SWANSTON

## Microsoft Outlook

**Duration:** One Day

**What you will learn:** Delegates will learn to take advantage of the following features:

---

### ***COURSE CONTENT:***

#### **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

#### **CALENDER**

Creating Appointments  
Recurring, Tentative, Busy  
Copying and Moving an Appointment  
Appointment Reminder  
Editing an Appointment  
Deleting an 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