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# **Microsoft Outlook Introduction / Intermediate**

**Duration: 1 Day**

## **Overview:**

Microsoft Outlook is an integrated email, diary and contact database tool for managing and organizing email messages, schedules, tasks, notes, contacts, and other information from a single location. As one of the core components of the Microsoft Office package and knowledge in this essential software is a basic requirement for people working in the modern office environment.

Aspect Training's Microsoft Outlook Introduction/Intermediate training course offers core training in Microsoft Outlook, showing you how to send and receive emails, use the diary and the contact database, schedule meetings and online conferences, and share resources with team members.

By the end of Aspect Training's Microsoft Outlook Introduction/Intermediate training course you'll be a confident user of Microsoft Outlook, able to use this powerful email client and organisational tool to help you manage your time and information as efficiently as possible.

## **Prerequisites:**

There are no prerequisites for this course

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## Course Topics:

### Introduction to Outlook

Navigating Outlook

### Email

Configuring email accounts  
Sending, receiving and forwarding emails  
Formatting emails  
Distribution lists  
Attaching files and viewing attachments  
Organising your email: mail boxes and folders  
Followup flags  
Printing emails  
Using the junk mail filter  
The Safe Senders and Safe Recipients lists

### Contacts

Creating and editing contacts  
Sorting and finding contacts  
Importing contact lists  
Printing contacts  
Letters to contacts  
Contact folders  
Generating maps

### Calendar

Navigating the calendar  
Creating an appointment  
Recurring appointments  
Setting up meetings  
Meeting requests, tracking responses and updating meeting requests  
Using the meeting planner  
Printing the calendar

### Tasks

Creating, editing and updating tasks  
Recurring tasks  
Viewing tasks  
Task reminders  
Task status and priority  
Task categories  
Assigning tasks

### Journal

Manually recording a journal entry  
Automatically recording journal entries  
Viewing and locating journal entries  
Using mail merge

### Notes

Creating, editing and copying notes  
Saving notes  
Viewing notes