

# Microsoft Outlook Introduction

## Delegates attending the Outlook introductory course will learn to:

<ul style="list-style-type: none"><li>• Send and receive E-mail with Attachments and Signatures</li><li>• Track E-mail and set-up an automatic reply when Out of the Office</li><li>• Create, categorise, find and filter Contacts in the Contacts folder</li><li>• Understand the Global and Contacts address book so that individuals and groups can be E-mailed more quickly</li><li>• Keep track of your Appointments, set up Reminders and create a simple Task list</li><li>• Manage your E-mails by creating new Folders</li><li>• Create Notes in Outlook to replace post-it notes</li></ul> <p>E-mail Basics</p> <ul style="list-style-type: none"><li>• Overview of Outlook</li><li>• Sending and receiving E-mail</li><li>• Attachments</li><li>• Tracking E-mail</li><li>• Auto-Signatures</li><li>• Out of Office Assistant</li><li>• Printing E-mails</li></ul> <p>Contacts</p> <ul style="list-style-type: none"><li>• Creating, editing, finding and filtering Contacts</li><li>• Forwarding Contacts</li><li>• Outlook Address books</li></ul> <p>Appointments</p> <ul style="list-style-type: none"><li>• Creating and editing Appointments</li><li>• Setting Reminders for Appointments</li><li>• Creating Recurring Appointments</li><li>• Creating Events</li><li>• Using the Task pad</li></ul> <p>Folders &amp; Notes</p> <ul style="list-style-type: none"><li>• The Outlook today screen;</li><li>• Creating new Folders for E-mail;</li><li>• Creating Notes</li></ul>	<ul style="list-style-type: none"><li>• Send and receive E-mail with Attachments and Signatures</li><li>• Track E-mail and set-up an automatic reply when Out of the Office</li><li>• Create, categorise, find and filter Contacts in the Contacts folder</li><li>• Understand the Global and Contacts address book so that individuals and groups can be E-mailed more quickly</li><li>• Keep track of your Appointments, set up Reminders and create a simple Task list</li><li>• Manage your E-mails by creating new Folders</li><li>• Create Notes in Outlook to replace post-it notes</li></ul> <p>E-mail Basics</p> <ul style="list-style-type: none"><li>• Overview of Outlook</li><li>• Sending and receiving E-mail</li><li>• Attachments</li><li>• Tracking E-mail</li><li>• Auto-Signatures</li><li>• Out of Office Assistant</li><li>• Printing E-mails</li></ul> <p>Contacts</p> <ul style="list-style-type: none"><li>• Creating, editing, finding and filtering Contacts</li><li>• Forwarding Contacts</li><li>• Outlook Address books</li></ul> <p>Appointments</p> <ul style="list-style-type: none"><li>• Creating and editing Appointments</li><li>• Setting Reminders for Appointments</li><li>• Creating Recurring Appointments</li><li>• Creating Events</li><li>• Using the Task pad</li></ul> <p>Folders &amp; Notes</p> <ul style="list-style-type: none"><li>• The Outlook today screen;</li><li>• Creating new Folders for E-mail;</li><li>• Creating Notes</li></ul>
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