



Outlook Training Course

A one day, 5 star rated course from the
Marketing Training experts



Outlook Training Course

This practical 1 day course is designed to help Outlook users become more effective in managing their everyday tasks such as organising their contacts, calendars and to do lists.

Microsoft Outlook is one of the most popular email clients for businesses and while most people know how to send and receive emails; there is a lot more to Outlook.

This Outlook training course is designed to teach you how you can utilise the basic features and some more advanced features of Outlook to help you organise your emails, contacts and calendars and aid with time management.

You will learn how to manage meetings more efficiently, create and edit Contacts and manage your daily tasks effectively.

Suitability - Who should attend?

This course is designed for people who are new to Outlook or are using Outlook in a limited capacity and want to learn more.

Private & One to One courses

We offer private and one-to-one courses throughout the UK. Please email or call us with your preferred venue, number of delegates and any requests.

I attended several courses which were all very informative, well-structured and delivered to a high standard. All questions I had during the day were answered. I left with increased knowledge and feeling confident about the specific areas.

Matthew Mycock, Haywater Healthcare

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Google

5.0 ★★★★★

No more than 6 Delegates

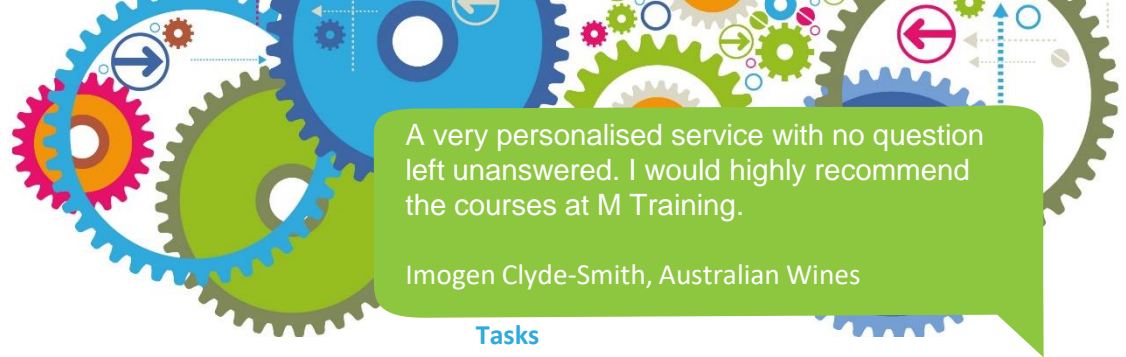
5 Star Rated courses

Practice led learning

3 months online support

Lunch & refreshments provided





Outlook Training

COURSE OUTLINE

This Course will teach you how to use the features and functions Outlook to get the most out of it

Email Options

- Mark mails Private or Confidential
- Use voting buttons
- Read receipts
- Delay sending of an e-mail
- Set mail expiry date
- Redirect e-mails
- Use Quick Parts

Using Calendar

- Add appointments
- Manage meeting requests
- Use Scheduling Assistant
- Create recurring meetings
- Share calendars with colleagues
- Accept/decline meeting request
- Control meeting request responses using rules
- Create Calendar groups
- Add new calendars

Contacts

- Create a new contact
- Find a contact
- Share contacts
- Assign a task to a contact
- Export Contacts to Excel

Managing Incoming Emails

- Add categories to e-mails
- Use Automatic Replies
- Add rules to Automatic Replies

Housekeeping

- Create folders within the Inbox
- Create rules to automatically manage mails
- Manage Sent and Deleted items
- Create and use Search folders
- Archive messages
- Manage Junk E-mail
- Add Safe and Unsafe recipients
- Block recipients

A very personalised service with no question left unanswered. I would highly recommend the courses at M Training.

Imogen Clyde-Smith, Australian Wines

Tasks

- Create a Task
- Create a recurring task
- Assign a task to a colleague
- Receive an assigned task
- Track an assigned task
- Add details to Task: hours worked; mileage etc.
- Create status report

Notes

- Create a new Note
- Edit a Note
- Delete a Note
- Viewing your Notes

Microsoft Lync (Where Applicable)

- Manage on-line presence
- Use of Chat feature
- Share your desktop
- Share a PowerPoint presentation
- Share a white board

To book please see next page





How to book

To book the Outlook training course simply send us an email or give us a ring.

Or if you prefer, we offer private and In House training on request.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: <https://www.mtraining.co.uk/>

The courses were really informative! I started the courses as a novice and they have taught me all the skills I need to really progress.

Amina Khan, Marketing Manager

