



Microsoft Outlook Course

A 5 Star Rated course from the
Marketing experts





Microsoft Outlook 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.

Introduction

This Outlook training course is designed to teach you how you can utilise the basic features and some more advance 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.

Who would benefit from this course?

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 group courses and one-to-one courses throughout the UK from £590 and Online from £550. Please email or call us with your preferred venue, number of delegates and any requests

Classroom & Virtual Classroom Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as a private course anywhere in the UK.

Our online Virtual Classroom courses are available for people anywhere in the world with internet access. You will be to able see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

No More Than 6 Delegates

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Notes

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

Google

5.0 ★★★★★

A very personalised service with no question left unanswered.

I would highly recommend the courses at M Training.

Imogen Clyde-Smith,
Australian Wines





Microsoft Outlook

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

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

Google

5.0 ★★★★★

I would highly recommend M Training courses due to the high value content and for the fact they were tailored to us.

The trainer was very knowledgeable and friendly! I would definitely use M Training for any future courses, Thanks.

Jodie Pennington, Ascot Mortgages Ltd

To book please see next page

For private courses the course content can be adapted to suit your requirements. Please contact us to discuss your requirements.





Outlook Course

Why Choose M Training's Outlook Training Course

- Run by a highly experienced Microsoft Word trainer
- This course is limited to 6 places, so you are guaranteed personal support throughout the day
- 5 Star Rated in Google and Facebook and post course reviews.
- Convenient location in Manchester and Online.
- Detailed course notes provided
- Lunch & refreshments provided (when at our premises)
- Certificate of achievement

Private and One-to-One Courses

One-to-one and private group courses are available from £590 for a one day classroom course and from £550 for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to book

To book a 1 Day Outlook course, simply get in touch to organise the course and date

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

We offer group booking discounts for two or more delegates.

A great informative course, I have learnt so many useful tips.

Great pace, lots covered, delivered by a great trainer.

Natalie Cooke,
Muse Developments