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Microsoft Outlook Email Introduction

Introduction Microsoft Outlook is one of the leading electronic mail programs. It enables users to send and receive mail within the organisation and externally, and organise messages using folders

Objectives A comprehensive insight into the main features of Microsoft Outlook. The knowledge gained will enable students to become immediately effective on their return to the office.

Designed for New users of Microsoft Outlook. Participants should have attended our "Introduction to Windows" course or attained a similar level of proficiency.

The combined material covered in the Outlook Email and Internet Overview will provide delegates with the necessary knowledge to sit the ECDL Module 7 – Information and Communication exam.

Duration Half day

Topics

- Introduction
- Accessing Microsoft Outlook
- Microsoft Outlook screen layout
- Menus and dialog boxes
- Sending Messages
- Preparing a mail message
- Spell checking a message
- Sending a mail message
- Message sending options
- Attaching documents and files to a message
- Address Books – group names, checking name details
- Receiving Messages
- Reading mail messages
- Replying to a mail message
- Forwarding a mail message
- Managing Mail Messages
- Creating folders
- Filing messages in folders
- Deleting mail messages
- Printing mail messages

Follow-up Microsoft Outlook Intermediate – Half-day

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