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# Microsoft Outlook

## Intermediate

**Introduction** Microsoft Outlook enables users to compose, send and read messages, manage messages, appointments, meetings and events, and create and manage tasks, contacts and notes.

**Objectives** To be familiar with the scheduling features of Outlook. To introduce users to Outlook - Calendar, Tasks, Contacts & Notes

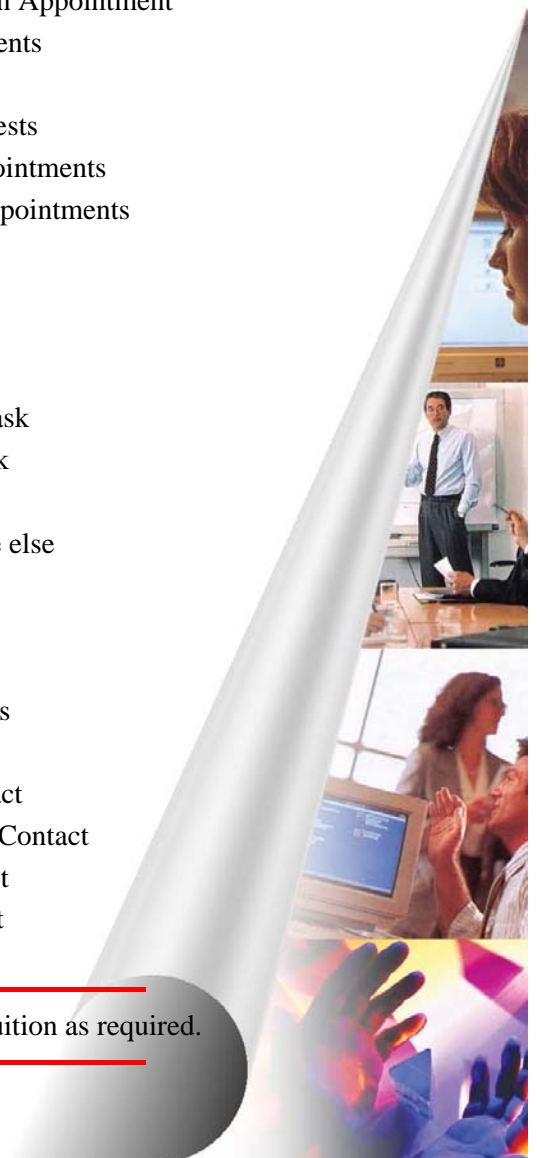
**Designed for** Existing users of Outlook. Participants should have either attended our "Microsoft Outlook Email" course or attained a similar level of proficiency.

**Duration** Half day

**Topics**

- Further Email
- Archiving mail messages
- Viewing other people's mail folders
- Changing access rights to mail folders
- Scheduling Appointments, Meetings, Events
- The Calendar Screen - Day, Week & Month View
- Moving to a Specific Date
- Adding, Editing & Moving an Appointment
- Adding Recurring Appointments
- Inviting Others to a Meeting
- Working with Meeting Requests
- Viewing other People's Appointments
- Changing access rights to Appointments
- Scheduling Events
- Printing Your Schedule
- Working with Tasks
- Creating and Editing a Task
- Assigning a Due Date to a Task
- Changing the Status of a Task
- Tracking the Status of Tasks
- Assigning a Task to someone else
- Tracking Assigned Tasks
- Working with Contacts
- Creating a Contact
- Viewing and Editing Contacts
- Removing a Contact
- Sending Messages to a Contact
- Scheduling a meeting with a Contact
- Assigning a Task to a Contact
- Creating a Letter to a Contact
- Working with Notes

**Follow-up** Individual consultancy and tuition as required.





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**For more information call**

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