

Outlook - Level 1

Category: Microsoft Office, Microsoft Outlook

Getting started with Microsoft Outlook

- Overview of Outlook
- Overview of Outlook
- Overview of Outlook Screen
- Navigating the Outlook Screen

Sending and Creating Messages Advanced Messages

- Viewing the BCC Field
- Sending Urgent, Low and Normal Messages
- Deferring Messages
- Using the Voting Buttons
- Read Receipts

Stationery

- Templates
- Signatures

Attachments

- Sending Attachments
- Reading Attachments
- Saving Single and Multiple Attachments
- Sending LINKS
- Removing Attachments
- Printing Attachments

Distribution Lists and Contacts

- Adding Contacts
- Setting up Private Mailing Lists
- Editing Private Mailing Lists
- Deleting Private Mailing Lists

Managing your Mailbox

- Creating Folders
- Moving Messages into Folders
- Deleting Messages
- Creating Views
- Flagging and Colouring Emails

Out of Office Assistant

- Working with Messages whilst in the office i.e. filing automatically
- Working with the Out of the Office i.e. redirecting mail, setting up an automatic message replies

Calendar

- Creating, Editing and Deleting Appointments/Meetings
- Setting up Tasks
- Setting up Events
- Recurring Events and Meetings
- Opening other Calendars
- Creating Calendar Groups
- Notes
- Creating Notes
- Forwarding Notes

Tasks

- Creating Tasks
- Creating Recurring Tasks and Alerts

- Assigning Tasks

About SquareOne

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training solutions, individuals are able to gain lifelong skills and realise their full potential while clients achieve their corporate goals.

Who should attend?

This course is for users who are new to MS Outlook and those who are looking to feel more confident and improve their knowledge of Outlook

Prerequisites

Delegates should have a good level of PC and windows skills, and a basic knowledge of MS Office. No existing knowledge of Outlook is required.

Course Objectives

This course is designed to provide an overview of MS Outlooks basic functions. you will able to manage and communicate using Outlook. Be set up meetings across the network, organise their calendar or delegate it to someone else, manage their to-do list using Tasks, and even leave notes on the desktop. The powerful tools in Outlook in general helps simplify email communication, enhance group planning, scheduling of meetings, and also allow access to the information you need all from one place.

Course Details

Duration: 1 Day

Timings: 09:30 - 16:30

Training Locations

Our open classroom courses are held in Merseyside where we have state of the art training facilities. We also provide in-house training solutions at any office location in the UK or Europe. We frequently deliver training in Liverpool, Wirral, Blackpool, Manchester, London, Chester, Warrington, Leeds, Cardiff, Birmingham, Edinburgh, Bristol, Sheffield, Glasgow, Leatherhead, Aberdeen and Ireland.

Closed courses can also be delivered in European countries such as Austria, Belgium, Denmark, Greece, France, Finland, Hungary, Italy, Ireland, Netherlands, Norway, Portugal, Spain, Poland, Sweden, Switzerland and off shore.... Either in English or local languages

Course Dates

[View our full course schedule here.](#)

Where We Trained in 2015/16

In 2012 SquareOne delivered our training courses in the North West which included Manchester, Wirral, Blackpool, Liverpool, Warrington, Chester and Stoke. Other locations included London, Sussex, Surrey, Hampshire, Northern Ireland, France, Germany, Switzerland, Scandinavia and California. Training was delivered to a diverse range of industries including oil and gas, agriculture, automobile manufacture, food production, the arts and finance.

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

T: +44 (0)151 650 6907

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