

Outlook - Advanced Emailing

Category: Microsoft Office, Microsoft Outlook

Managing Your Mailbox

- Creating folders
- Shortcuts for moving messages into folders
- Multiple deletion of Messages using views
- Setting up search folders
- Searching Tips and Tricks
- Flagging and colouring Emails by subject, person etc

Advanced Message Options

- Viewing the BCC Field
- Deferring Messages
- Using the Voting Buttons
- Flagging Emails
- Multiple Signatures

Attachments

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

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

About Microsoft Building Blocks

Our Microsoft Building Block training allows you to mix and match any of our short training blocks to create a customised training day which meets all of your learning needs.

Please note that our Building Block sessions are designed to be combined together to create a unique training day and are **not** stand alone sessions.

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 courses, individuals are able to gain lifelong skills and realise their full potential while clients achieve their corporate goals.

Course Objectives

Enhance your Microsoft Outlook skills by learning how to use advanced mailing features such as voting buttons, mail categories and multiple signatures, plus much more

Course Duration

Course Duration: Half day

Course Contents

The subjects listed on the left are an outline. If there are any additional subjects you wish to cover, please feel free to call us prior to the course.

Training Format

These sessions can be provided in the following formats:

Seminar Format – Maximum of 100 delegates. This seminar will be delivered by a trainer as a demonstration. Session can last between 60 minutes to 90 minutes. If this is to be delivered to small groups then this can be repeated up to 3 sessions per day.

Walkabouts – These can be one-ones or small groups of people trained at their desks using their own PCs or Laptops. Timings to suit. Trainer to be onsite for the full day.

Classroom Training – Small groups of people using their own PCs or Laptops – or these can be provided by SquareOne at an additional cost. Sessions to be 3 hours in length. Can be combined with another session or walkabouts. Trainer to be onsite for the full day.

Clinics – Drop-in centre where a trainer can be onsite for the day and delegates come with problems or queries that they have on Microsoft Office software. Covers – Excel, Word, PowerPoint, Outlook and

Windows. Additional software such as Project, Access and SharePoint would need to be arranged prior to booking.

Course Dates

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

Training Locations

This training is delivered as a closed course at your company's premises or at our training centre in Merseyside. We can provide a mobile IT classroom at any UK or European location, so no matter where you are based, SquareOne can come to you. We frequently deliver training in Liverpool, Wirral, Blackpool, Manchester, London, Chester, Warrington, Leeds, Cardiff, Birmingham, Edinburgh, Bristol, Sheffield, Glasgow, Leatherhead and Aberdeen as well as in European countries such as France, Switzerland, Germany, Sweden, Norway and Ireland.

Software Versions

We offer training solutions for all versions of Outlook - 2003, 2007, 2010, 2013 and 2016.

BOOKING

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

T: +44 (0)151 650 6907

E: enquiries@squareonetraining.com