

ONE DAY COURSE OUTLINE

OUTLOOK LEVEL 1

Prerequisites: This course assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computer and Windows.

Target Audience: This course is designed for users who are new to email, calendaring and contact management and need to now how to get up and running quickly and efficiently using Outlook

Learning Outcomes

At the completion of the course participants will be able to:

- Gain an overview of the benefits of email
 - Start Outlook and navigate around the various features
 - Create and send email messages
 - Receive emails in your inbox
 - Competently work with file and item attachments within email messages
 - Work with message flags and reminders
 - Work effectively with junk email
 - Work with the Calendar feature in Outlook
 - Create and work with contacts
 - Create and work with tasks.
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