



Microsoft Outlook Intermediate

Focusing on...

The specific software training requirements of your workforce to maximising your workforce's efficiency

Course Outline

Course Prerequisites:

Individuals attending this course should be familiar with the general aspects of the Microsoft Windows environment and have a basic understanding of Microsoft Outlook such as sending and receiving email, basic use of contact and the diary functions. Candidates should also have a basic understanding of File management and the saving procedure.

Aim:

On completion of this course you will be able to confidently build on the basics of Microsoft Outlook. This will include automatic processing of emails, using the voting feature, creating email groups, sharing Outlook components applying follow up flags and reminders.

Course Content:

- Using and managing the Rules and Organiser features in Outlook
- Using the voting and response redirecting features within Outlook
- Creating email workgroup's and mailing lists
- Using permission's to allow other users access to Outlook components
- Assigning categories and contacts to items in Outlook.

Course content may vary depending on existing or prior knowledge of Microsoft Outlook by the candidates and may be adjusted accordingly for the benefit of course candidates.

Times and Refreshments::

Candidates attending should arrive at 09:00 as courses will start promptly at 09:30 and finish at approximately 16:30 hrs. A buffet lunch will be provided at the lunchtime interval, together with general refreshments throughout the day.

If this course outline does not meet your specific requirements please ask about our bespoke and customised training services which can be designed and built around your working requirements if required.

Candidate interaction and Q&A is welcomed throughout all our courses providing this is kept within acceptable boundaries of the course level being delivered.

All courses are delivered by our recognised **Microsoft Instructors**.

