

## An Introduction to Outlook

In this 3.5-hour course we will look at the basics of Outlook and explore how to manage outlook to your best advantage

1. Maintain, navigate, optimise and utilise Outlook effectively
2. Provide a launch pad for further personal learning
3. Garner a frame of mind that puts you in charge
4. An open Q & A session with our expert to answer your general I questions

The course is specifically designed for Windows 8.1 and office 2013 or below, if during the duration of the course a difference is found in the standard software or hardware set up you are using then please shout out, we will easily be able to find a work around for most situations.

### Target Audience

The course is suitable for anyone who wishes to master the use of Outlook in producing clear and professional documentation in business or personal life.

### Course Breakdown

- Customising Outlook to make it work for you
- Composing e-mails in outlook
- Signatures
- Designing a template
- Working with multiple folders
- Rules
- Working with calendar/meetings
- Tasks
- Contacts
- Outlook do's and don'ts

Activities include exercises, discussion, and artefact production.

### Course Duration

The course runs for 3.5 hours and runs on-site or off site according to your needs.

### Business Benefits

- Increase productivity saving time and money
- Enhanced professionalism for internal and external customers
- Manage time effectively with Outlook
- Set up meetings and invite others
- General improvement in IT skills