

COURSE DESCRIPTION

MICROSOFT OUTLOOK

Course Description

This course teaches students to understand and use the features of Microsoft Outlook.

Course Objectives

After completing this course, you should be able to:

- Introduction to Microsoft Outlook Environment
- Inbox
 - Sending and receiving e-mails
 - Attachments
 - Replying/forwarding messages
 - What is the Green/Red Underline feature
 - Using Microsoft Word as e-mail editor
 - Customizing your signature
 - Creating distribution lists
 - Sort, Find and Filter e-mails
 - Setting up rules through the Rules Wizard
 - Using Voting Buttons effectively
- Contacts
 - Maintaining your business and personal contacts
 - Add a contact from the same company
 - Schedule a meeting and task with a contact
- Journal
 - Activities of the Journal
 - Give Permission to others
- Microsoft Word and Microsoft Outlook
 - Create a Mail Merge from Contacts using Microsoft Word
 - Selecting folders for unique groups of people
- Tasks
- Calendar
 - Appointments
 - Events
 - Meetings