FP | TRAINING SERVICES

Microsoft Office
Outlook Courses

We come to your site to deliver the training courses

We bring all of the equipment required for the training

Every delegate receives course material to take away

Courses can be tailored to your requirements

Microsoft Outlook Basic	Microsoft Outlook Advanced
Our Microsoft Outlook Basic course introduces the student to the fundamental foundations of this personal business management program bringing together your email, calendar and contacts into one place. It is expected that you have a certain basic knowledge of using a computer but no prior experience with Microsoft Outlook.	Our Microsoft Outlook Advanced course offers the user an opportunity to enhance their use of Outlook by organising, filtering and customising their use of the program to enable them to streamline their daily work. Previous training and a working knowledge of Outlook are needed before embarking on this course.

Microsoft Outlook Basic

Getting started
The program window
The Help system

E-mail
E-mail accounts
E-mail messages
Handling messages
Printing messages
Address Books

E-mail and contact management
E-mail management
Contact management
The Master Category list
Tasks
Working with tasks
Managing tasks

Appointments and events
Working with appointments
Modifying appointments
Working with events

Meeting requests and responses
Working with meeting requests
Managing meeting requests
Handling meeting responses
Microsoft NetMeeting

Microsoft Outlook Advanced

Customising Outlook
Personal folders
The Organise pane
Signatures
Voting buttons
Interacting with the Internet

Customising Outlook
The Outlook environment
The Outlook Bar

Messages
Searching and filtering messages
Customising messages

The Inbox
Organising the Inbox
The Rules Wizard
Managing your mailbox
Alternate e-mail methods

Folders
The Notes folder
The Journal folder
The Calendar folder
The Contacts folder

Templates and forms
Stationery and templates
Forms

Integration
Outlook components
Importing and exporting data
Creating Office documents

Public and shared folders
Public folders
Sharing your Outlook folders

Remote mail and Offline folders
Remote mail
Offline folders

Newsgroups and e-mail security
Newsgroups
E-mail security

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