



## Microsoft Outlook

### Course Objectives:

This course is designed to give you a good understanding of the functions of Outlook.

### Who Should Attend?

Those who have limited knowledge of Outlook or who are self-taught users.

### Course Content:

Topics covered on this course include:

- Getting started with Outlook
- Composing messages
- Personalising your mail
- Locating outlook items
- Managing mail
- Scheduling appointments
- Scheduling meetings
- Managing contacts
- Managing tasks
- Using notes

On completion of the course, delegates will receive a Certificate of Attendance.

**Duration:** 1 day

