



Microsoft Outlook Introduction - 1 Day

Using & Customising the Outlook Bar
Create E-Mail Messages
Send, Reply & Forward Messages. Attach Files
Use of the Message Options
Sorting & Organising Messages
Out of Office Assistant
Creating Folders for storing Messages
Allowing access for others to open your Folders
Create Appointments & Events in Calendar

Schedule a Meeting with Others
Create Tasks
Assign a Task to Others
Create manual & automatic journal entries
Create Contacts
Create Notes
Create a Distribution List
Modifying the Preferences

Microsoft Outlook Advanced - 1 Day

Customise the Outlook Bar
Understanding & using Profiles
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Using Categories
Using the Junk Mail Feature
Organising Messages
Creating Custom Views & Filtering
Using the Rules Wizard
Delegate Email Messages
Apply Stationery to Messages
Create an Outlook Template
QuickParts

Set up a Standard Reply using a Template
Add a Custom Address List to your Outlook Toolbar
Using Virtual Business Cards
Microsoft Office Email
Understanding Public Folders
Review of Contacts
Auto Dialler
Display Map of Contact Address
Explore Contact Web Page
Using the Fax Service
Review of Tasks
Review of Automatic Journaling

Microsoft Outlook 2007 Introduction - 1 Day

Outlook Today
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Attach Files
Use of the Message Options
Creating Drafts
Sorting & Organising Messages
Flagging for follow up
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Moving and Copying Messages

Creating Signatures
Allowing access for others to open your Folders
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Schedule a Meeting with Others
Create Tasks
Assign a Task to Others
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Create and use Contacts
Create and use Notes
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Creating a Distribution List
Printing

Microsoft Outlook 2007 Advanced - 1 Day

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Add Another User's Mailbox to your Folder List
Using Categories
Using the Junk Mail Feature
Organising Messages
Creating Custom Views & Filtering
Using the Rules Wizard
Delegate Email Messages
Advanced Searches
Apply Stationery to Messages
Create an Outlook Template
Set up a Standard Reply using a Template

Add a Custom Address List to your Quick Access Toolbar
Using Virtual Business Cards
Microsoft Office Email
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Review of Contacts
Display Map of Contact Address
Explore Contact Web Page
Review of Tasks
Review of Automatic Journaling
Mail Merge
Customising Quick Access toolbars
Creating User Defined Fields
