Microsoft Outlook
Basic

📅 Duration: 1 day
👥 Ideal Group Size: 6-8 people

Course overview

Our basic course is ideal for delegates with little or no experience of Outlook. The course will begin with the fundamentals such as navigating the system, move through creating, sending and receiving emails and will also cover additional features such as out of office and Outlook options.

Topics covered

Fundamentals

- Starting Outlook
- Control screen layout
- The message window
- Navigation pane
- Reading pane and to-do bar
- Giving commands/command shortcuts
- Help
- Understanding items
- Locating emails

Receiving e-mail

- Receiving/reading email
- Opening attachments
- Changing views
- Flagging for follow up
- Printing an email
- Reply and forward
- Junk and unwanted email

Creating and sending e-mails

- Composing an email
- Format text tips
- Spell check
- Hyperlinks
- Message options
- Attachments
- Sending an email
- Use @ mentions

Additional features

- Saving drafts
- Out of office
- Signatures and fonts
- Themes and stationary
- Outlook options
- Quick flags
- Recover deleted items

Delivery methodology (Face-to-face or virtual delivery)

Small groups
Ideally 6-8 delegates to maximise engagement and interaction levels.

One-to-one
We also provide one-to-one 90 minute individual support workshops.

Tailored sessions
Talk to us about designing bespoke workshops for your team!

Related courses

- Microsoft Outlook – Intermediate
- Microsoft Outlook – Advanced

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