

Microsoft Outlook

Intermediate



 Duration: 1 day

 Ideal Group Size: 6-8 people

Course overview

The Intermediate level course allows your delegates to increase their technical knowledge on the core concepts and functionality of Outlook. They will learn additional email features, how to use the calendar, journals and notes and how to organise and find information.

Topics covered

Using the calendar

- Viewing and navigating
- Changing view
- Setting reminders
- Schedule appointments/events
- Editing appointments/events
- Recurring appointments
- Categorise appointments
- Availability
- Shared calendars
- Changing work days/times
- Colour coding

Working with contacts and other users

- Address book
- Adding and viewing contacts
- Sorting, editing and deleting contacts
- Contact window
- Contact Groups
- Categorise your contacts
- Share contacts
- Print contact list

Working with tasks

- Create and modify tasks
- Task views and displays
- Sorting and assigning tasks
- Recurring tasks
- Attachments
- Task pane
- Create appointments
- Completing a task
- Printing tasks
- Classic vs to do

Additional Email Features

- Recalling an email
- Delaying an email
- Quick steps
- Changing the message format
- Junk email
- Safe and blocked senders
- Security settings
- Create and edit rules
- Working with Sensitive emails

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 – Basic
- Microsoft Outlook – Advanced