



## Outlook

### Objective

During this course you will learn how to manage emails including their filing, categorisation, prioritisations and formatting. You will also learn about the Calendar functions, Task creation and Contacts

### Key Content

- Create, reply, forward and format emails with attachments
- Understand the efficient ways of working with quick styles, quick parts and filing systems
- Create appointments and meeting requests
- Create contacts and export them
- Create and manage and allocate tasks
- Scheduling of meetings