**Outlook 2013 Training**

**AGENDA**

**9.30am Outlook – Email functions**

**Quick Steps, Categories, Rules, Search Folders**

**10.15am Calendars**

**Views, Adding Buttons to QAT, Scheduling meetings**

**Sharing Calendars, Permissions**

***10.45am Coffee Break***

**11.00am Appointments, Meetings, Recurring times**

**All Day events, Delegation**

**Tasks**

**Contacts, Export into Excel**

**12.00pm Close**