**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**