



Basic 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