Microsoft Outlook 2019 Introduction

Duration: 1 Day

This course has been designed for users who are new to Outlook.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Introduction

- Understanding the screen layout
- Customizing the view
- Understanding the standard folders
- Peek

Email – Sending and Receiving Messages

- Sending and reading messages
- Replying and forwarding messages
- Setting message tags and properties
- Attachments
- Automatic replies
- Quick parts
- Inserting a table
- Spell checker
- Printing and deleting messages
- Creating and using personal folders
- Adding signatures
- Drafts
- Sent items folder

Email – Managing Messages

- Flags
- Categories
- Sorting messages
- Creating and using email folders
- Printing and deleting messages

Contacts (People Folder)

- Viewing, printing, adding and editing contacts
- Sending an email to a contact
- Creating a contact group

Calendar

- Calendar screen
- Moving to a different date
- Calendar views
- To View details of an appointment
- Making an appointment
- Editing an appointment
- Deleting a calendar entry
- Creating an all-day event
- Creating a recurring appointment
- Organizing a meeting
- Printing the calendar
- Calendar snapshots
- Open another person's calendar
- View another person's calendar
- Viewing calendars in overlay or side by side
- Sharing calendars
- Calendar Permissions
- Schedule view

Tasks

- Creating, editing and deleting tasks
- Recurring tasks

Notes

- Creating and editing a note
- Changing the colour of a note
- Forwarding a note
- Deleting a note