



# Microsoft Outlook Office User

**Overview:**

This half-day course is designed to give a good overview of using and managing outlook on a day to day basis. From effective email management through to using your calendar and contacts.

**Objectives:**

To make staff more effective and efficient using and managing email and Outlook.

**Target Audience:**

Standard office staff who use Outlook on a daily basis.

**Pre-Requisites:**

None.

**Book online**

**Call to book**

**Course Duration:**  
half day

**Cost:**  
£149 + vat

**Course Code:**  
QOu-OU1

**Qdos Computer Consultants Limited**

Syner-Med House  
120 High Street  
Purley, CR8 2AD

**Booking:**  
To register for this course, please call:

**020 8763 8732**

**Book online**

View more courses at:  
[www.qdoscc.com](http://www.qdoscc.com)

**Topics:**

**Introduction**

- Understanding the screen layout
- Moving between sections
- Customizing the view
- Preview

**E-mail**

- Understanding the standard folders
- Reading and previewing messages
- Replying and forwarding messages
- Setting message tags and properties
- Sorting messages
- Attachments
- Flags
- Printing and deleting messages
- Creating and using personal folders
- Auto reply
- Quick Parts
- Inserting a table
- Signatures

**Contacts**

- Viewing, printing, adding and editing contacts
- Creating similar contacts
- Sending an email to a contact
- Creating a distribution list

**Calendar**

- Using the calendar screen
- Creating and editing appointments
- Reminders
- Recurring appointments
- Scheduling meetings
- Calendar permissions
- Viewing other calendars
- Making an entry private
- Printing and deleting entries

**Tasks**

- Creating and deleting tasks
- Recurring tasks

**Notes**

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