

McMillan Bird

Cross Training to Outlook 2007

Duration: ½ day

Course Aim:

The aim of this workshop is for the attendee to learn about the features of Microsoft Outlook. The course is ideal for those that know Lotus Notes and wish to learn Outlook.

Learning Outcomes

At the completion of this course participants will be able to:

- Set delivery priorities.
- Set up flags and reminders for mail
- Insert attachments, link files and insert hyperlinks
- Customise views
- Find messages or appointments.
- Create a distribution list.
- Create multiple signatures for different mail formats.
- Categorise contacts.
- Create appointments and scheduled meetings.
- Share calendars and mail.
- Use calendar snapshots and overlays
- Create and update tasks.
- Customise the To Do bar
- Use email merge to send multiple emails with variable text.

Training