

McMillan Bird

Outlook 2003

Duration: ½ day

Course Aim:

The aim of this workshop is for the attendee to learn about the features of Outlook. The course is ideal for those that know how to send, reply and forward mail but wish to learn more.

Learning Outcomes

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

- Set up flags and reminders for mail
- Customise views
- Find messages or appointments
- Create a distribution list
- Create multiple signatures for different mail formats
- Create appointments and scheduled meetings
- Use calendar snapshots and overlays
- Share calendars with others
- Set up delegation access
- Open another person's calendar and mail
- Add another person's mail folder to their folder list
- Customise Outlook Today

Training