

Microsoft Outlook Beginners Course



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the heart of
what we do.

By FourSquare Training



Microsoft Outlook Beginners Course

Topics & Outline: One Day Course

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught may vary depending upon your learning requirements.

Module 1: Introduction to Outlook Email

1. Sending and receiving email messages.
2. Replying and forwarding to other email addresses.
3. Saving emails as drafts

Module 2: Outlook Flagging Email

1. Creating a reminder to perform a specific task related to an email.

Module 3: Outlook Email Attachments

1. Inserting and sending files attached to emails.
2. Saving email attachments sent to your email address.

Module 4: Outlook Email Housekeeping

1. Creating folders for email storage.
2. Deleting and organising emails.

Module 5: Outlook Contacts

1. Using the Contacts Folder and adding Addresses, including electronic business cards.
2. Creating email distribution lists for multiple recipients.

Module 6: Outlook Calendar

1. Using the Outlook Calendar to create diary entries, reminders and meeting invitations.

Module 7: Outlook Tasks

1. Adding tasks to a To-Do list.
2. Scheduling tasks to others, monitoring task updates, progress and completion.

Module 8: Outlook Notes

1. Creating and using electronic sticky notes.

Module 9: Outlook Shortcuts

1. Using keyboard shortcuts when working with Outlook.



Print responsibly.

