

# Outlook 2010 Essentials Workshop

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Your participants will learn how to use the basic features of Outlook 2010. This workshop is designed to teach you a basic understanding of Outlook 2010 in a practical way. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the basic features right on a computer.

Outlook 2010 is a powerful e-mail application. However, it does much more than that to help you stay organized. With contacts, calendars, and tasks, Outlook can help your participants manage every aspect of their life.

## Workshop Objectives:

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- Set up an e-mail account
- View the Inbox
- Send and Receive messages
- Delete e-mail
- Ignore e-mail
- Create and send a new message
- Address a new message
- Create the body of an e-mail message
- Attach files to messages
- Mark an item as Read or Unread
- Print messages
- Create folders and use them to organize messages
- Create Rules for handling messages
- Use Categories
- Create and organize contacts



For more information on this workshop or to reserve your spot, please contact:

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