

# Outlook 2013 Essentials Workshop

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Your participants will learn how to use the basic features of Outlook 2013. This workshop is designed to provide a good understanding of Outlook 2013. Participants will be shown a practical way of learning with a hands-on and customizable approach. They will get a chance to experience some of the new features that are offered in Outlook 2013.

Outlook 2013 helps you manage your busy life through its calendar and social connectors. With Outlook 2013 you are given a sleeker more efficient way to organize and communicate. With a new and improved user interface and a more powerful search tool your participants will increase their productivity as they will be able to manage their information more efficiently!

## Workshop Objectives:

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- Setup an Email account
- Use the Outlook interface
- Read and work with messages
- Send new email
- Organize messages in folders
- Search for items
- Use the Calendar
- Use the Task list
- Use Contacts



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

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