

Outlook 2016 Essentials

Learners will be able to use Outlook to enhance professional correspondence, create calendars, and schedule appointments. Participants will create and edit professional-looking email messages, maintain calendars across time zones, and schedule tasks for a variety of purposes and situations including sending email for marketing campaigns, planning staff meetings, and assigning action items from those meetings.

Workshop Objectives:

- Connect one or more email accounts
- Preview, read, reply to and forward messages
- Process, create, format and check messages
- Use advanced message options
- Organize messages
- Use signatures and stationary
- Automate replies and organization
- Clean up and archive messages
- Create, organize and manage calendars, appointments, meetings and events
- Create and manage notes and tasks
- Create and manage contacts and contact groups
- Customize the Outlook environment settings
- Print and save Information
- Perform search operations in Outlook



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

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