

Microsoft Outlook – Introduction to Outlook

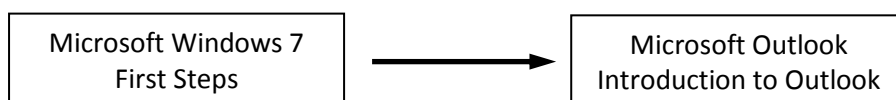
Audience

So you're new to emailing and setting up appointments? What about setting up a file to contain someone's contact numbers, email address, web address, physical address, etc. How do you manage your "to do" list? Learning how to organise your mail and schedule appointments/meetings effectively will enable you to interact with others in a more efficient way; creating Contacts saves you time locating relevant details about a particular person; setting up Tasks enables you to manage your "to do" list electronically. Everything you need to get you started with Outlook is contained within this course.

Duration

3 hours

Prior Learning Segment



You must be able to efficiently navigate within the Windows operating systems and have the skills stated in the learning outcomes for Ripped Orange's Microsoft Windows 7 – First Steps course.

Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

Key Learnings

- Microsoft Outlook environment
- Creating and managing emails
- Create an automatic signature
- Creating folders and storing emails
- Create Contacts
- Creating appointments and setting up meetings
- Utilise Tasks

Learning Outcome(s)

At the end of the course you will have the knowledge necessary to develop skills with Outlook enabling you to work effectively with emails, create and manage your own contacts, setup appointments and meetings efficiently and utilise Tasks to manage your day to day assignments.

Next Learning Segment

