

MS Outlook Training: Managing Email Messaging (OUTLK, 1 jours)

Description

The course Managing Email Messaging (MS Outlook Training) provides you with best practices and useful tips and tricks when working with Microsoft Outlook. Given the daily use of MS Outlook, the skills & knowledge that you gain in this course in organizing and working with emails, tasks and calendars will serve you well in maximizing your productivity at work.

Tarifs

- Tarification: \$850/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

Plan de cours

Smooth Beginnings

Starting Outlook

Working with Outlook Everyday

Working with Toolbars

Using the Navigation Pane

Working with Folders

Using Outlook Search

Working with Messages

Understanding the Various Parts of a Message

Creating a Message

Working with BCC and CC

Working with Attachments

Replying to a Message

Forwarding Messages

About Message Security

Customizing Message Options

Advanced Messaging

Useful Keyboard Shortcuts

Adding and Managing Signatures

Working with your Inbox

Customizing your Environment

Sorting and Searching the Inbox

Storing Attachments Logically

Creating Categories and Views

Creating Custom Views

Working with Shortcuts

Working with the Address Book

Setting the Address Book

Creating and Managing Contacts

Creating and Managing Distribution Groups

Using Address Book Entries for Send

Modifying Address Book Members

Working with Rules

When to use Rules

Creating Rules: Introduction

Creating Rules: Advanced Concepts

Applying Rules

Working with Calendar

Navigating in Outlook Calendar

Making Appointments

Setting a Recurring Appointment

Scheduling and Editing Meetings

Advanced Meeting Options

Managing Folders

Understanding the Hierarchy

Creating Folders

Drag and Drop Attachments

Setting Auto Archive

Sharing Folders and Giving Rights