# Microsoft Outlook ½ day Intro& Intermediate Course

## Aim of the course:

To provide new users with an overview of Microsoft Outlook which will enable them to send and receive messages, schedule appointments and create tasks and notes.

## Topics Covered

**Getting started**
The Outlook screen
Opening and closing
Customizing the screen

**Contacts Folder**
Viewing and printing contacts
Adding, deleting & printing

**Inbox Folder**
Reading, printing & deleting
Message flags and other options
Sending, forwarding & replying to messages
Attaching files

**Calendar**
Creating/viewing appointments
Changing calendar views
Organising meetings

**Tasks**
Creating and deleting tasks
Task status reports

**Notes**
Creating and viewing notes
Organising notes

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Keyboard and Windows experience is strongly recommended for students attending this course.

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