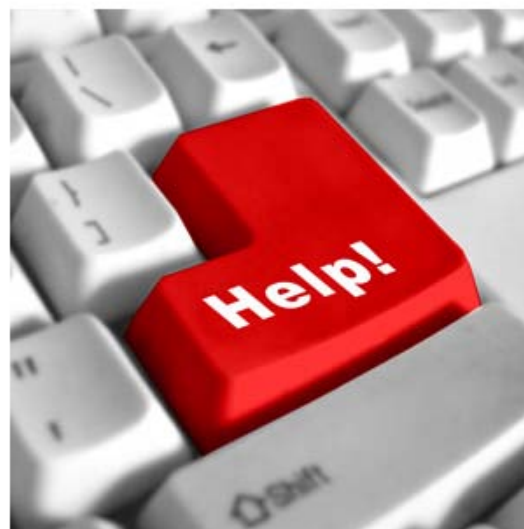


## Training Course Outlook

Computer training **Microsoft Office Outlook** in English, French or Dutch

### Outlook basic Training

- The interface (for Outlook 2007: Central Information Management) in Outlook
- (De-)activation of different parts of the mailbox in Outlook
- To send, receive, answer and forward messages in Outlook
- To select the address of the correspondent in Outlook
- To format the text of the message in Outlook
- To save the draft message in Outlook
- Creating an attachment, types in Outlook
- Manipulating attachments : reading, saving, deleting
- Create folders,copy and move messages in Outlook
- Creating and modifying contacts in Outlook
- Creating and using a distribution list in Outlook



### Outlook intermediate Training

- Integration of the mailbox and the electronic Calendar, principles
- To plan meetings (creation, management of the calendar, of the availability, of the details) and the management (view, move, delete, a. o.)
- To plan and organise meetings (availability, reservations, invitations and answers, follow up, annulations, actualisation)
- Definition of some tasks, of their follow up and their assignment to the concerned persons. Management of your own list of tasks.
- Personalisation of the working environment (calendar, labels, free days, properties - options, views)
- Sharing the calendar by assigning access, consulting calendar of others. In Outlook 2007 also the use of iCalendar and forwarding Calendar snapshots.
- Optimal printing of calendars, the task lists of the appointments



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## Outlook Advanced Training

- Personal files and managing simple files in Outlook
- Personalisation of the working environment : to customise toolbars in Outlook
- Use of templates, signatures, autotext and quick parts (in 2007) to send e-mails more efficiently in Outlook
- The best way to get control on incoming e-mail in Outlook
- To manage your e-mails using search files and (in 2007) using the de To-do bar
- To manage E-mails automatically using Rules
- Creating new views to manage new e-mails more efficiently
- How to plan appointments and meetings more efficiently :
- To work with categories (and labels untill version 2003) in Outlook
- Use of views to find appointments in Outlook
- Creating contacts in a quick way in Outlook
- Various applications of working with contacts in Outlook
- Managing contacts more efficiently in Outlook
- Quick creation of tasks in Outlook
- Quick and efficient management of tasks in Outlook
- Managing and deleting old e-mails and meetings in a quick way

## Time Management with Outlook

- How to work with Outlook today : use and settings in Outlook
- Setting of calendar in Outlook
- To work with several agendas in Outlook
- To share calendars and to make appointments using shared agendas in Outlook
- To create and use a group calendar in Outlook
- To manage incoming mails/invitations (flags, categories)
- Using reminders, repetitions in Outlook
- Creating tasks based on entering mails in Outlook
- Assigning tasks : principles and use in Outlook
- Managing the follow up of tasks in Outlook

**All Office courses:**

- **Office 2010**
- **Word Training**
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- **Powerpoint Training**
- **Outlook Training**
- **FrontPage Training**
- **Expression Web Training**
- **Access Training**
- **Visio Training**
- **Office 2007 Training**
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- **MindManager Training**
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