

MICROSOFT OUTLOOK

Emails, contacts, documents, tasks, appointments...there's a lot of things that Outlook can help you organise to enable you to spend your time more efficiently. This fast moving short workshop will cover all the basics of email and an introduction to the Outlook program. It will be suitable for anyone who has previously used an email program and now needs to explore an industry standard communication program, exploring the interaction between contacts/tasks and calendar sections as well as ensuring good practice in email sending and filing.

Do I need any experience?

No, there are no entry requirements for this course.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What will I gain from this course?

Upon completion of this one day workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses.

What are the specific details?

Price £75.00
Duration Half day

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

www.northbrook.ac.uk/BusinessSolutions

How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ business.solutions@nbc.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY



What will I learn on this course?

This workshop will cover:

- > Overview of Outlook (Mail, Calendar, Contacts and Tasks)
- > Email: Setting up a Folder System, Creating an email, Message formatting and Message Options.
- > Sending, Replying, Forwarding
- > Sent items, Delete Folder, Favourite Folder, Filing System
- > Attachments (Files, Items, Removing, Previewing)
- > Signatures
- > Draft Emails and the Draft Folder
- > Contacts: Global Address List, Contact Folder, Creating contacts from new, Creating contacts from incoming Emails.