

## MICROSOFT OUTLOOK

### MAKE THE MOST OF YOUR EMAILS

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. Our workshop will not only cover the basics of email, but all the additional features of Microsoft Outlook that you may not even be aware of.

#### Who is this course for?

This workshop is for anyone wishing to explore the many features of the Outlook program, not just the email facility.

#### What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; its 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 do I gain on completion?

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. Oh, and don't worry - there are no examinations or assessments on this course!

#### Do I need any experience?

There are no entry requirements for this course.

#### What are the specific details?

##### > Duration

One day, 09.30 - 16.30

##### > Dates Available

For the latest workshop dates please check out our website or call our Customer Services team who will be happy to help.

##### > Venue

Will be confirmed upon booking (if advance notice is required, please call our Customer Services team)

##### > Cost

£105 per person, per workshop\*  
\* Group rates may apply

For further information, enrolment, or to arrange a free visit from one of our Business Training Advisers to discuss eligibility and options open to you and your staff, please contact the Business Solutions @ Northbrook team via one of the methods at the top right of this page.

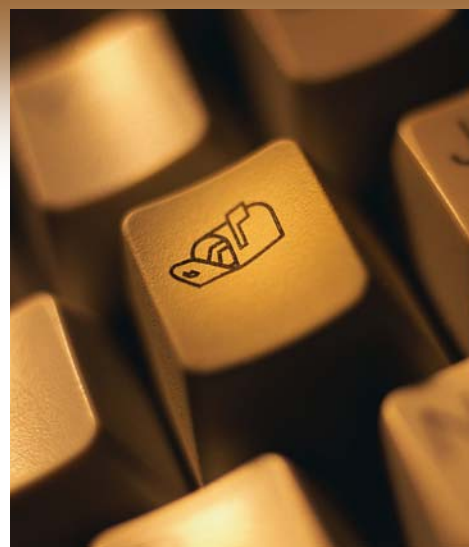
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#### What will I learn on this course?

This workshop will cover:

- > Outlook folders
- > Email folders (inbox, sent items, outbox, drafts)
- > Mail: Receive, delete, print, filter, forward and reply
- > Contacts: add, edit, delete
- > Distribution list
- > Calendar: Add appointments, events, meetings
- > Recurring appointments
- > Add and edit Tasks and Notes
- > Assign, reject or accept Tasks
- > Share information on a network