

McMillan Bird

Outlook 2010

Duration: ½ day

Course Aim:

The aim of this workshop is for the attendee to learn about the features of Microsoft Outlook. The course is idea for those that know how to send, reply and forward mail but wish to learn more.

Learning Outcomes

At the completion of this course participants will be able to:

- **Set delivery priorities**
- **Set up flags and reminders for mail**
- **Insert attachments, link files and insert hyperlinks**
- **Customise views**
- **Find messages or appointments**
- **Create a distribution list**
- **Create multiple signatures for different mail formats**
- **Categorise contacts**
- **Create appointments and scheduled meetings**
- **Share calendars**
- **Create and update tasks**
- **Use email merge to send multiple emails with variable text**

Training