



OUTLOOK 2016 ESSENTIALS

LEARNERS WILL BE ABLE TO USE OUTLOOK TO ENHANCE PROFESSIONAL CORRESPONDENCE, CREATE CALENDARS, AND SCHEDULE APPOINTMENTS. PARTICIPANTS WILL CREATE AND EDIT PROFESSIONAL-LOOKING EMAIL MESSAGES, MAINTAIN CALENDARS ACROSS TIME ZONES, AND SCHEDULE TASKS FOR A VARIETY OF PURPOSES AND SITUATIONS INCLUDING SENDING EMAIL FOR MARKETING CAMPAIGNS, PLANNING STAFF MEETINGS, AND ASSIGNING ACTION ITEMS FROM THOSE MEETINGS.

WORKSHOP OBJECTIVES:

- CONNECT ONE OR MORE EMAIL ACCOUNTS
- PREVIEW, READ, REPLY TO AND FORWARD MESSAGES
- PROCESS, CREATE, FORMAT AND CHECK MESSAGES
- USE ADVANCED MESSAGE OPTIONS
- ORGANIZE MESSAGES
- USE SIGNATURES AND STATIONARY
- AUTOMATE REPLIES AND ORGANIZATION
- CLEAN UP AND ARCHIVE MESSAGES
- CREATE, ORGANIZE AND MANAGE CALENDARS, APPOINTMENTS, MEETINGS AND EVENTS
- CREATE AND MANAGE NOTES AND TASKS
- CREATE AND MANAGE CONTACTS AND CONTACT GROUPS
- CUSTOMIZE THE OUTLOOK ENVIRONMENT SETTINGS
- PRINT AND SAVE INFORMATION
- PERFORM SEARCH OPERATIONS IN OUTLOOK



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