

Microsoft Outlook Office 365, 2013, 2016 using Exchange



📌 Course Aim

The aim of this training course is to provide clients with the necessary skills required to send edit and manage Emails, Setup appointments on the Outlook Calendar, Organise and assign tasks and create various address books and groups.

📌 Client Profile

It is important that each client has previous experience and a basic working knowledge of any one of the following Microsoft Word, Microsoft Works, Word perfect or Mac Write.

Basic Working knowledge – Open, Close, Save files, understand the formatting menu i.e. Font, Font size, Text colour and importantly to be able to navigate within a document.

📌 Course Outline

- Manage and organise emails
- Outlook commands and functions
- Manage Calendars and Meetings
- Manage and Prioritise tasks
- Create address books and groups
- Archiving
- Share information with others
- Set up an out of office reply
- Create and use rules

📌 Course Location:

Killarney | Macroom | Cork City

📌 Course Duration:

1 Full Day. Please call Island Computers for more details.

