Microsoft Outlook

Contents

1. Getting Started
2. Adding and Connecting Accounts
3. Reading Mail
4. Organizing Mail
5. Creating and Sending Mail
6. Working with the Calendar
7. Creating Tasks and Notes

Program Structure

- Power point presentation,
- Real world examples,
- Participants' example welcome.

Recommended Participants

- Anyone with basic computer skills.

Number of Participants

6 - 8

Persons

Training Period:

15 hrs.

3 hrs. x 5 days