

# Outlook 2013 Essentials



Organise your life, your email & your contacts

## OVERVIEW

Become comfortable with sending, receiving, and managing emails. Use an electronic calendar to keep your appointments, meetings, and events in order. Discover ways to create and maintain an extensive contact database.

### Outlook 2010 Basics

- Navigating Outlook
- The To-Do bar
- The mail, calendar, contacts, tasks and notes screens
- Understanding email
- Exiting Outlook

### Sending Email

- How email works
- Composing an email
- The message window
- Adding an attachment
- Adding importance
- Message receipts
- AutoSignatures
- Blind and courtesy copies

### Receiving Email

- The Inbox
- Reading and responding
- Replying and forwarding
- Mark as unread

### Working with Attachments

- Understanding attachments
- Inserting a file attachment
- Saving an attachment

### Organising Messages

- Creating and deleting a message folder
- Moving messages
- Archiving messages

### Working with the Calendar

- Accessing the calendar
- Displaying specific dates
- Changing the current view

### Appointment & Events

- Scheduling a meeting
- Scheduling using the appointment window
- Rescheduling an appointment to another day
- Recurring appointments
- Printing your calendar

### Scheduling Meetings

- Scheduling a meeting
- Meeting response options
- Responding to requests
- Tracking meeting responses
- Cancelling a meeting

### Contacts

- Viewing your contacts
- Creating a new contact
- Entering, editing and deleting contact details
- Printing contact details

### Tasks

- Viewing and creating tasks
- Changing task views
- Sorting, completing and deleting tasks
- Printing a task list

### DURATION

1 day

→ [Click Here for Scheduled Dates](#)

### DELIVERY MODES

- ✓ Scheduled classes
- ✓ Onsite classes
- ✓ Webinar
- ✓ Presentation

### PRE-REQUISITES

None

### CORE COMPETENCIES

- ✓ Email
- ✓ Attachments
- ✓ Meetings
- ✓ Contacts
- ✓ Tasks

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