



Course:

Microsoft Outlook 2013: Basic

Duration: 1 day

Description:

This ILT Series course covers the basic functions and features of Outlook 2013. After an introduction to Outlook's window components, students will learn how to read and send email messages using several methods. Then they will learn how to manage email messages and attachments, configure message options, and use basic search functions. Students will also learn to manage contacts and contact groups, work with tasks, and create appointments. Finally, they will learn to send and respond to meeting requests.

Table of Contents:

Unit 1: Getting started

Topic A: The program window (Outlook Environment)

Topic B: Working with Outlook Today

Unit 2: Email basics

Topic A: Reading messages

Topic B: Creating and sending messages

Topic C: Working with messages

Topic D: Handling attachments

Topic E: Printing messages and attachments

Unit 3: Email management

Topic A: Setting message options

Topic B: Organizing the Inbox folder

Unit 4: Contacts

Topic A: Working with contacts

Topic B: Address books

Topic C: Using contact groups

Unit 5: Tasks and note

Topic A: Working with tasks

Topic B: Managing tasks

Topic C: Working with note

Unit 6: Appointments and events

Topic A: Creating and sending appointments

Topic B: Modifying appointments

Topic C: Working with events

Topic D: Using Calendar Views



Unit 7: Meeting requests and responses

Topic A: Scheduling meetings

Topic B: Managing meetings

Why Boston Network?

- **World Class Curriculum** - our course curriculums incorporate best-in-business thinking and practices and are designed for all organizational levels.
- **Renowned Trainers** - all our seminars, conferences are led by senior executives, managers, authors, educators, consultants, even CEOs. They're not only skilled speakers, but top business practitioners who have been in the trenches
- **Satisfaction Guarantee** - we are totally focused on customer satisfaction. Our 100% customer satisfaction guarantee is the factor that will distinct us from others.
- **Experienced Training Specialist** - with more than five years of experiences, we bring in latest business know-how, world-class cutting edge management knowledge, and valuable insights to Thai society. We held over 200 seminar events each year with more than 10,000 executive participants countrywide.



100% Satisfaction Guarantee

After attending Boston Network seminar or event, if you are not fully satisfied that we have delivered everything promised. Simply notify the seminar administrator by the lunch break and we will refund the entire registration fee.