

# MS Outlook 2016 (E-Learning Course)



R 995 Ex VAT



Course time: 265min



License valid for 14 days

## About the Course

This course will demonstrate step-by-step how to use Microsoft Outlook in order to gain scheduling skills, find out what to do when you accidentally send an email to the wrong person, how to create, send, open and reply to emails, how to attach files and items, how the printing set-up works, how to work the various functions of Outlook (contacts, calendars, tasks) and general email management.

## Who Should Attend

This course is for anyone who wants to use Microsoft Outlook to create, receive and manage e-mails.

## Modules That Form Part of the Course

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Start Using Outlook	Outlook is one of the oldest and most widely used e-mail clients available. Discover the basics with this course. At the conclusion of this course you should have: Discovered how to organise your e-mails, learned new scheduling skills and found out what to do when you accidentally send an e-mail to the wrong person.	90 Minutes
Outlook 2016 Basic	Outlook is emails. I don't know why they called it that. 2016 is a year. They called it that because they decided to start the Common Era 2,016 years ago. Millions use Outlook 2016 for work, so it's important to know about. This course'll help. Getting emails wrong can be pretty disastrous. And we're not just talking about sending a nasty message about someone to that person by mistake. So it's best to make sure you're 100% au fait with Outlook 2016 before you start using it. This course'll take you through the basics, whether you're completely new to the platform or you've just never used this version before. It's presented in an accessible way, without assuming	75 Minutes
Outlook 2016 Intermediate	You've probably sent an email before. It's kind of like breathing, at this point. Still, doesn't mean you can't mess it up. A bit like breathing. Besides, there's a lot more to Outlook than just emails. Find out what here. This course will help you build on your existing Outlook knowledge to help you become even better at it. Whether that's showing you entirely new functions, or just making the things you can already do more efficient. That way, whenever you're using your Outlook software for work, you'll know that you're getting the most out of it. It's presented in accessible way, in	100 Minutes

**Please note that this course is made up of a series of short modules, and is not an exhaustive, in depth look at this topic.**



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