
Course Fee: \$229 + GST

Course Duration: 6 hrs (2 half days)

Course Objective

This course is designed for the Learner who wants to work efficiently with their email system,. Upon successful completion of this course, the Learner should be able to efficiently :

- Have an understanding of the fundamentals
- Composing and Sending E-mail
- Receiving E-mail
- Reply and forward an Email
- Save Unfinished Messages (Drafts)
- Use out of Office Assistant
- Use Stationery and Themes
- Insert a Signature
- Delay Sending a Message
- Dealing with Junk E-mail
- Add Addresses to the Safe and Blocked Senders List
- Change Outlook's Security Settings
- Work with Contacts
- Create a Distribution List
- Print a Contact List
- Use the Calendar
- Work with Tasks

Prerequisites

A working knowledge of a Microsoft Windows operating system and have keyboard and mouse skills.

Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

We provide manuals with each course with practice exercises and free support on information covered in the course.
