

Overview

This course is aimed at the user who needs to take control of their inbox and calendar, effectively and efficiently managing tasks and contacts in an organised way.

Benefits of attending

Microsoft Outlook is the email and organisational tool that helps you manage your time and information more efficiently. In today's world, communicating with others effectively is critical. Yet each day we find ourselves on the receiving end of an ever-increasing barrage of email communication, meeting requests, tasks and documents, all wanting our attention – now. Outlook can help by putting the tools to deal with this avalanche efficiently, professionally, and in a timely fashion firmly in your hands.

Course Prerequisites

A working knowledge of Microsoft Windows.

Academic Certification

Certificate of attendance

Programme Contents include

- The Fundamentals
- Mail
- Advanced Mail
- People
- Calendar
- Tasks
- Managing Information

Key Programme Facts

Course Title	Outlook
Certification	Certificate of attendance
Course Length	Face to Face – 1 day Virtual – 1 day or 4 x 90 minute sessions
Target Audience	Users needing to take control of their inbox and calendar
Delegates	PDF manual, sample exercises
Contact	0161 367 8999 www.us4b.co.uk info@us4b.co.uk

TRAINING

CONSULTANCY

SUPPORT

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