



Microsoft Outlook

Skill Level: Basic

Microsoft Outlook offers premium business and personal e-mail management tools to more than 500 million Microsoft Office users worldwide. In this class we look at the program starting with a review of the basic functionality and move into the features that make it one of the most robust communication tools on the market today.

In class we focus on the key features of the program that will allow you to work more efficiently. Learn how to use E-Mail, Calendars, Tasks, Color Categories, Flags, Notes, Contacts, Export Information and more! Take advantage of the full functionality of this powerful communication tool!

This class is customized to meet your needs and email/Outlook skill level. We can make the class as basic or advanced as needed. We can also focus on just the areas of the program that you use (Email, Calendar, Tasks, etc.)

Some of the topics available in the Outlook class:

- Email - Creating & organizing messages, folders (system, personal & search), rules & alerts, signatures, & attachments
- Contacts & Groups – Creating contacts & groups, tracking information, multiple address books & sharing
- Calendar - Appointments, meetings & events, scheduling, overlay view, multiple calendars, & publishing calendars.
- Tasks - Creating, editing, assigning, organizing and completing tasks
- Notes – Create and attach to Outlook items
- Color Categories – How to create, use, edit and filter
- QuickSteps
- Follow-up Flags
- Instant Search
- To Do Bar
- And more!

Whether you need classroom style training for your entire company, a group presentation or a one-on-one class, we have a class for you!

For questions or to schedule a class, call 231.631.7918 or email info@tctrainme.com.