

Outlook 2010 Essentials Workshop

The participants will learn how to use the basic features of Outlook 2010. This workshop is designed to teach you a basic understanding of Outlook 2010 in a practical way. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the basic features right on a computer.

Outlook 2010 is a powerful e-mail application. However, it does much more than that to help you stay organized. With contacts, calendars, and tasks, Outlook can help the participants manage every aspect of their life.

Workshop Objectives:

- Set up an e-mail account
- View the Inbox
- Send and Receive messages
- Delete e-mail
- Ignore e-mail
- Create and send a new message
- Address a new message
- Create the body of an e-mail message
- Attach files to messages
- Mark an item as Read or Unread
- Print messages
- Create folders and use them to organize messages
- Create Rules for handling messages
- Use Categories
- Create and organize contacts



For more information on this workshop or to reserve your spot, please contact:

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