



Office Productivity Training

Helping your employees work smarter, not harder

Microsoft Outlook

Mail

Module 1

- Starting Outlook
- Working with Ribbons
- Navigating within Outlook

Module 2

- Working with Mail
- Creating & Sending Messages
- Enhancing Messages
- Attaching Files
- Spell Checking
- Reading & Replying to Messages
- Forwarding Messages
- Deleting Messages
- Working with Stationery
- Printing
- Organizing Your Messages
- Working with the Address Book

Module 3

- Using Emoticons
- Using Acronyms
- Setting Outlook Options