



Ayre's-N-Graces Pty Limited

t/a **CTC** Customised **T** raining & **C** onsulting

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Microsoft Outlook

✓ Step 1 – Select Product

Application – Microsoft Outlook

Platform – Microsoft Windows & Mobile

Versions – 2013, 2016, 2019

Level – 1,2

Location – Client site

Prerequisites:

- Basic Keyboard Skills
- Basic Computer Skills

What do you get:

- Experienced & Qualified Facilitator
- Targeted Course Outline
- Printed Courseware
- Electronic Certificate
- Digital Badge for LinkedIn Profile
- Free 6-month Email Support

Level 2

- Editing Messages
- Organising Messages
- Searching
- Working With Views
- Colour Categories
- Working With Rules
- Email Techniques
- Appointments and Events
- Scheduling Meetings
- Managing Contacts
- Task Requests

✓ Step 3 – Contact CTC

www.ctcsydney.com.au

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Based on your chosen Product and Topic selection, our expert team will advise the appropriate course length to cover your custom content and best delivery style to suit your needs. Three simple steps and you have a course tailored to you!

✓ Step 2 – Select Topics

Topics

Level 1

- Email Concepts
- Getting Started With Outlook
- Sending Email
- Receiving Email
- Working With Attachments
- Flagging Messages
- Junk Email
- Working With the Calendar
- People
- Tasks
- Getting Help