

# Microsoft Outlook 2019

## Effective Use of Email

### Duration: 1/2 Day

At the end of the course, delegates should be able to understand the more detailed options for Outlook mail and collaborating with other users.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

#### Email

- Setting message tags and properties
- Resending and recalling messages
- Stationery
- Themes
- Managing picture attachments
- Mail formats
- Quick parts
- Inserting a table into a message
- Adding a signature
- Automatic replies

#### Managing the Mail

- Using flags
- Using categories
- Sorting messages
- Creating and using mail folders
- Printing messages
- Deleting messages

#### Working with Other Users

- Email folder permissions
- Viewing other users' folders
- Adding a mailbox to your account
- Delegate access