

Microsoft Outlook 2021

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
- Switching between signatures
- Automatic replies (Out of Office)

Managing the Mail

- Using flags
- Sorting messages
- Categories
- Personal email folders
- Printing messages
- Deleting messages

Working with Other Users

- Folder permissions
- Accessing other user's folders
- Adding another user's mailbox to your account
- Delegate access