Tel +44 20 4571 2395
info@siliconbeachtraining.co.uk

Course Objectives

By the end of the Microsoft Outlook Masterclass training course, delegates will be able to:

- Use Outlook to create and send messages
- Use the Outlook Calendar
- Navigate the Contacts folder & set up addresses
- Create & customise folders

What is Outlook Masterclass Training?

Microsoft Outlook Masterclass is a very powerful Personal Information Manager (PIM) designed to save you time and make integrating tasks, email, calendar and contact information simple.

This Microsoft Outlook Masterclass training course will provide you with an understanding of the huge range of features of MS Outlook that relate primarily to the individual user.