

Microsoft Outlook Refresher («MOREFR»)

With this half-day Microsoft Outlook course, you can refresh your existing MS Outlook knowledge and lay the foundation for more advanced Outlook courses.

Duration: 0.5 days

Price: 380.–

Content

1. Short repetition application window
 - Workspace Elements
 - Customize panes and module order
 - Switch between modules
2. Organize Inbox
 - Create Folders and Subfolders
 - Create Search Folder
 - Define Favorites
 - Using Categories
 - Quick Steps and Rules
 - Customizing Views
 - The search
 - Track E-mails
3. New e-mail message
 - Short rep. Recipient types
 - Attach files and items
 - Using multiple signatures
 - Use of quick modules
 - Use email options
4. The Calendar module
 - Calendar views
 - Enter dates
 - Schedule meetings
 - Open another calendar
 - Share Calendar
5. The People module
 - Creating contacts and contact groups
 - Selecting Views
6. The Tasks module
 - Creating Tasks and Series Tasks
 - Tasks from other Outlook items
 - Delegate Tasks
 - Selecting Views
7. Absence and Deputy
 - Set up automatic replies
 - Setting Up Delegates
8. The most important key combinations

Key Learnings

- Organize your information in Outlook
- Efficient handling of e-mails
- Manage your contacts and pendulums
- Schedule appointments and meetings

Additional information

This course is suitable for users of Outlook 2019, 2016 and 2013.

Further courses

- [Advanced techniques with Outlook \(«MOFT»\)](#)

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-outlook/course-microsoft-outlook-refresher