

learning
equals
development

EQV Course Outline



■ Outlook Introduction

■ 1 Day

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Outlook Introduction (1 Day)

Business Benefit

Communicating with email is now an essential part of anyone's job and ensuring that effective use of this tool is a must for any business.

Who Should Attend?

Anyone wishing to learn how to send and receive email, schedule meetings and appointments and organise their daily work.

Learning Objectives

*By the end of this course
you will be able to...*

- Send, receive, forward and reply to emails
- Enter and manage appointments in calendar
- Enter and manage information in contacts
- Enter and manage tasks for your self and others

Course Content

- Sending E-mails
- Replying / Forwarding
- Sending Options
- Organising Your Inbox
- Out of Office Assistant
- Appointments
- Meeting Requests
- Contacts
- Group E-mails
- Tasks
- Recurring Tasks
- Journal
- Notes

2011
Jul 05
Aug 03
Sep 05
Oct 05
Nov 03
Dec 01

2012
Jan 04
Feb 01
Feb 29
Apr 04
May 01
May 31
Jul 03
Aug 01
Sep 26
Oct 24
Nov 22

You may also be interested in

Outlook Intermediate, Outlook Advanced

Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

Price:
£330
per person

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- Notes

You may also be interested in
Outlook Intermediate
Outlook Advanced

2011 05 Jul • 03 Aug • 05 Sep • 05 Oct • 03 Nov • 01 Dec

2012 04 Jan • 01 Feb • 29 Feb • 04 Apr • 01 May • 31 May
• 03 Jul • 01 Aug • 29 Aug • 26 Sep • 24 Oct • 22 Nov

Price: **£165**
per person

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

What Delegates Say about this course

"Perfect for a learner!"

"Feel confident in using Outlook on a daily basis now"

"10 out of 10"

