How-To Session
MICROSOFT OUTLOOK
INTERMEDIATE

Coordinator
Occupational Training

Target Audience
Individuals who are already proficient with beginner Outlook skills that would like to increase their knowledge and skill.

Overview
The goal of this course is to explore the intermediate uses of Microsoft Outlook through an interactive, hands-on session. This session provides additional illustrations into how Microsoft Outlook can make everyday job responsibilities easier.

Program Content

- Manage Email
  - Create an email signature
  - Sending and receiving attachments
  - Retract or replace a sent email
  - Set-up an automatic reply
  - Ignore Conversations

- Organize Your Inbox
  - Set categories, flags, reminders, or colors
  - Organize email by using folders
  - How to set up Rules

- Contacts and Tasks
  - Create a contact group
  - Create tasks and a to-do list

- Calendar
  - Share your calendar
  - Search for calendar items
  - Use calendar categories and reminders

Enroll Now
Email: Fm-Training@virginia.edu
Please include your name and computing ID