

# OUTL101

## Microsoft Outlook Essentials



### Develop your confidence in navigating your way around Microsoft Outlook

Looking to setup a new account in Outlook? Simply struggling to navigate through? Then this is the webinar for you. Outlook can be confusing, but when configured correctly, it is an incredibly powerful tool that businesses around the world utilise.

Our OUTL101 webinar is designed to help you become more comfortable navigating around Outlook. Get hands-on experience in setting up signatures, email forwarders, mailboxes, and more.

### Webinar Overview

- Navigate your way around Microsoft Outlook
- Customising your toolbar
- Using the navigation pane
- Creating your email accounts
- Working with emails
- Applying rules to emails
- Using the Outlook calendar
- Creating your address book
- Using mail templates
- Using shortcuts
- Using Quick Parts
- Filtering and sorting
- Automating your Outlook mailbox and tasks
- Organising emails into folders
- Scheduling emails
- Blocking emails from senders
- Disposing of junk
- Customising notifications

#### Webinar Cost

Webinar

**\$99** + GST each

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