



**Duration: 1 day**

*Delegates will learn to take advantage of the following features..*

#### E-mail/Inbox

- Send & Receive Messages
- Reply and Forward
- Send Options
- File Attachments
- Reading & Printing Messages
- Deleting Messages
- Personal Address Book
- Personal Groups
- Check Names

#### Folders

- Sub Folders
- Finding Items
- Views

#### Tasks

- Create
- Sort & Prioritise
- Recurring Tasks
- Tracking Tasks
- Category Names for Tasks
- Assigning Tasks to Others

#### Journal

- Tracking Tool
- Automatically Record Activities
- Views

#### Calendar

- Creating Appointments
- Recurring, Tentative, Busy
- Copying and Moving Appointment
- Appointment Reminder
- Editing and Appointment
- Creating an Appointment from a Task
- Autodate
- Taskpad
- Meeting Planner
- Changing Meetings
- Autopick
- Creating a Meeting from a Contact
- Changing a Meeting after Sending Invite
- Automatically Accept or Decline
- Responding to Meeting
- Customising Calendar
- Holidays
- Displaying Calendar to Others

#### Notes

- Creating
- Viewing
- Categorising

#### Archive

- Auto Archiving
- Archiving
- Expired Items

#### Swanston IT Ltd

109/3 Swanston Steading  
Edinburgh EH10 7DS

Tel: 0131 445 2552

Fax: 0131 445 5720

[www.swanstonit.co.uk](http://www.swanstonit.co.uk)