



MS Outlook – Controlling Your Email

Who Should Attend This Clinic: This will be beneficial for individuals who are using MS Outlook but feel that they have E-Mail Overload. The clinic will show individuals ways on handling e-mail messages, storing them off-line and also search for messages. This workshop is intended for MS Outlook 2000, 2002 and 2003 users. Specific MS Office 2007 workshops are also available on these topic areas.

MCW Instructors: All sessions are run by qualified Microsoft Instructors and you will have the opportunity to ask questions during the session.

Duration: 2 Hours

Clinic Content:

- Creating Folders in the Mailbox
- Using PST Files for Off-Line Storage
- Using the Organize Function to Control E-Mail
- Using Rules
- Recalling Sent Messages

Other courses which MCW Offer in this format include:

- Excel
 - Working with Pivot Tables
 - IF Statements
 - Working with Filters
- Word
 - Working with Large Documents
 - Working with Legal Documents
- PowerPoint
 - Creating Dynamic Animation
- Access
 - Creating Reports
 - Working with Queries
- Photoshop
 - Working with Old Photographs
- Publisher
 - Mail Merge
 - Creating Flyers