



MS Outlook – Just E-Mail

Who Should Attend This Clinic: This will be beneficial for individuals who are using MS Outlook for E-Mail only and want to learn all that the email part of the program can do. The clinic will show individuals what E-Mail is, how it can be controlled and all Message options. 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:

- Working with Messages and Options
- Delaying E-Mail Delivery and Automatically Forwarding Replies to Others
- Recalling Messages
- Auto-Reply to Messages
- Using Message Templates
- Using Flag's and Categories
- Setting Up Your E-Mail Options

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