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OUTLOOK – YOUR OFFICE SKILLS

Company		Name	
Dept.		Tel	

How do you master		Need :
Mail	Adding an attachment : a file, a picture file, another Outlook item, your signature … Adding importance, flagging a message, tracking options (read or delivery receipt) Setting the text format : plain text, HTML …	Mastered Learn Refresh No need
	Adding special options : delay delivery, direct replies to another user …	Mastered Learn Refresh No need
	Using rules to manage incoming mail	Mastered Learn Refresh No need
	Managing signatures and other default options	Mastered Learn Refresh No need
	Recalling or re-sending a message	Mastered Learn Refresh No need
	Managing address books and distribution lists	Mastered Learn Refresh No need
Priorities	Using the Task Bar : flagged received messages, standard tasks, first Calendar appointments …	Mastered Learn Refresh No need
Contacts	Sending a contact as a Vcard (Difference between the Outlook format and the.vcf format, mastering views …)	Mastered Learn Refresh No need

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Calendar	Turning the item into a recurring one Assigning categories	Mastered Learn Refresh No need
	Managing the various Calendar options	Mastered Learn Refresh No need
	Planning meetings	Mastered Learn Refresh No need
Organizing	Managing views	Mastered Learn Refresh No need
	Sorting items by creating sub-folders	Mastered Learn Refresh No need
	Sorting by assigning categories	Mastered Learn Refresh No need
Sharing	Granting a read permission to a folder other than Inbox	Mastered Learn Refresh No need
	Adding more rights – Sharing your Inbox	Mastered Learn Refresh No need
	Delegating	Mastered Learn Refresh No need
	Using Public Folders	Mastered Learn Refresh No need

Any other special needs ?

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