

Up Coming Course

RM250

Time: 9 am - 5 pm

Duration: 1-day

Microsoft Outlook I

Why and for who?

This course is for anyone who wants to learn about Outlook as a mailing tool. You may want to know how to navigate in Outlook, work with contacts and configure email accounts for mailing purpose; read and send messages, customize and organize messages as well as create rules to better manage of junk mails; Lastly, find out ways to back up your messages.

What will you learn?

- ✓ Understand features of Outlook
- ✓ Using keyboard shortcuts
- ✓ Configure Email accounts
- ✓ Set up the default Email account
- ✓ Create messages and attachment
- ✓ Work with Contact and Distribution List
- ✓ Different ways to view messages
- ✓ Adding Signature in messages
- ✓ Search for messages
- ✓ Organize and manage messages
- ✓ Set automatic actions with rules
- ✓ Customize Outlook
- ✓ Backup messages
- ✓ Archive messages

What will you receive?

Each participant will get a Microsoft Outlook Level I handout with exercises.



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Call Cemtech now at **06-2835955** (for Melaka Customers) or **03-80684461** (for Klang Valley Customers) or email us at cemtech@po.jaring.my to reserve a seat(s) for the above course!

All course fees are 100% claimable from PSMB-HRDF!

Any inquiry please [click here](#). Course registration, please [click here](#).

Newsletter generated by,



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