



Office 365

Facilitator:

Thingo Tshabalala is an IT Network Administrator @Maritzburg College.

Objectives & Course Summary:

This is a short course on how to use Outlook, looking at the Overview of outlook layout, Changing the appearance of your email, create and send emails in outlook, using @ mentions. Will be looking at basic usage of Outlook how to recover delete emails, attaching files, creating rules organizing emails by using folders.

Outline:

- Sending and receiving emails
- Organizing your email
- Managing contacts
- Managing calendars
- Managing meetings
- Managing the To-do list

Course days: Tuesdays & Thursdays 17:00-19:00

Course duration: 4 hours

Minimum number of people: 10

Venue: Maritzburg College

Course Rate R490

Closing date for course registration: 6/3/2020

Starting date of Course: 10/3/2020

For more information: Khanyisa@mcollege.co.za

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