

<b>Outlook Course Options – What Do You Want Trainees to be able to do?</b>	
<b>MAILBOX FOLDERS AND ORGANISATION</b>	
Create or delete folders	<input type="checkbox"/>
Use flags for follow up	<input type="checkbox"/>
Alter fields displayed in inbox	<input type="checkbox"/>
Alter settings – fonts, conditional formats	<input type="checkbox"/>
Create and manage rules	<input type="checkbox"/>
Search and sort emails	<input type="checkbox"/>
Archive/clean up mailbox	<input type="checkbox"/>
Set up out of office replies	<input type="checkbox"/>
<b>IN MAIL OPTIONS</b>	
Set up consistent signatures	<input type="checkbox"/>
Obtain Delivery Receipts and add voting options	<input type="checkbox"/>
Change who sent from	<input type="checkbox"/>
Mark importance and flag for follow-up	<input type="checkbox"/>
<b>IN MAIL OR CALENDER INVITE FORMATS</b>	
Text editing & alignment	<input type="checkbox"/>
Adding shapes/screenshots/hyperlinks	<input type="checkbox"/>
Add tables/bullet lists	<input type="checkbox"/>
<b>CALENDAR SCHEDULING</b>	
Create individual or recurring appointments	<input type="checkbox"/>
Track availability and responses	<input type="checkbox"/>
Share Calendars	<input type="checkbox"/>
<b>CONTACTS AND TASKS</b>	
Create, add, remove and edit a contact group	<input type="checkbox"/>
Create and manage to do lists	<input type="checkbox"/>