**Pre Training Assessment**

**Microsoft Outlook**

At Reboot Computer Training, our commitment is to help you increase your computer skills through interesting and effective training sessions. Please help us ensure your training needs are met by completing the information on this sheet and returning it to your manager, or directly to us at the contact below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |
| **Company:** |  | **Phone:** |  |

Please indicate which of the following skills and/or features of Outlook you feel confident about by ticking the relevant boxes.

**Outlook Introduction**

Understand the Outlook ribbon.

Create a new message

Send a message

Reply to a message

Forward a message

Attach a file to an email

Create folders

Move emails to folders.

Search for emails by Date, by Sender, by Subject, or by Size

Create an appointment.

Set a recurring appointment.

Invite staff to a meeting.

Create a task or To-Do list item.

Create a contact.

**Submit your completed form:**

Email as an attachment to [**admin@reboottraining.co.nz**](mailto:admin@ardito.co.nz)

**Outlook Intermediate**

Customise Outlook interface.

Flag messages

Track messages

Recall messages

Set up rules and alerts to manage emails

Work with views and groups.

Categorise emails

Use Calendar features such as tracking meeting responses and calendar sharing

Use Outlooks Search feature

Track and Assign Tasks.