

# Digital Skills: Outlook for Email

## Course overview

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Email has become the first method of communication in most workplaces and businesses. You may need to send messages to both friends and colleagues. Just developing these skills could open up a new job and is rapidly becoming a crucial skill for everyone. This course is designed to give you the basics

## What will I study?

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You will also be introduced to some of the main functions, which could include –

- Setting up Outlook
- Sending and receiving messages
- Including attachments
- Using the calendar
- Setting an email signature
- Other tips the tutor feels appropriate

## Assessment method

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You will receive feedback from your tutor and be assessed through individual and group work.

## Entry requirements

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There are no formal entry requirements. You should be able to understand, read and follow verbal instructions. You will need Outlook on your device and you will also need to be able to join the class via MS Teams.

## What should I bring with me?

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You may need to take notes so have ready your preferred tools such as pen/paper or electronic device.

We do have computers in the college buildings, which can be booked to access recordings and resources, but there are currently no printing facilities at the college. The class will take place online via MS Teams so you will need an appropriate device and a quiet space to join the class.

### **Possible next steps**

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Following the successful completion of this course, you may wish to enrol to one of our Digital Skills courses.

### **Contact us**

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Our friendly staff can give you further advice and support.



email: [adultcollegeenquiries@lbbd.gov.uk](mailto:adultcollegeenquiries@lbbd.gov.uk)



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