



# IAA37 Microsoft Outlook Introduction Skill Set

National ID: IAA37 | State ID: IAA37

## About this course

### Need to boost your email skills?

This course provides new email users with a basic understanding of Microsoft Outlook 2013. The skills acquired in this course assist users in managing email accounts, scheduling appointments, and keeping track of contact information.

### Participants will learn how to:

- Navigate through Outlook 2013
- Create, send and receive email messages
- Competently work with file and item attachments
- Use message flags and reminders
- Address junk email
- Utilise the calendar feature
- Create and work with contacts and tasks

By proposal, this course can be customised to suit individual and business needs, and can also be delivered off-campus.

## Overview

### Fees and charges

North Regional TAFE's **indicative fees for 2019** are available [here](#). These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

#### VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).

#### International student fees

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students. Please visit the [TAFE International WA website](#) to confirm available courses and fees. Tuition fees are paid through TIWA.

**Please note, fees are subject to change.**