

COURSE DESCRIPTION



Course Name: MX-ONE Messaging UM for Outlook User

Course description:

This course is designed to facilitate the confident and proficient use of the MX-ONE Messaging UM for Outlook Graphical User Interface (GUI).

Training Technique:

- ▶ Verbal instruction
- ▶ Practical demonstration
- ▶ Practical exercises
- ▶ Discussion and questions and answers

Course Content:

After attending the course you will be able to use, configure and manage the following features and understand their application and benefits.

- ▶ The new Outlook inbox
- ▶ Listening to voice messages
- ▶ Selecting your playback/record option
- ▶ Forwarding messages
- ▶ Replying to a message
- ▶ Adjusting volume/speed
- ▶ Viewing faxes (RightFax version only)
- ▶ Forwarding faxes to other users
- ▶ Replying to a fax
- ▶ Printing a fax
- ▶ Recording and sending new voice messages
- ▶ Creating and sending new faxes
- ▶ Message retention/saving messages
- ▶ Future delivery/delivery notification
- ▶ Managing your inbox
- ▶ Live reply
- ▶ Desktop phone manager
- ▶ Customising your mailbox
- ▶ Changing your greetings
- ▶ Changing your playback telephone
- ▶ Extension specific processing (ESP)
- ▶ Call screening

- ▶ Fax Util (overview)

Who should attend:

This course is designed for all new users of the MX-ONE Messaging UM for Outlook Graphical User Interface (GUI).

Pre-requisites:

- ▶ Users must be familiar with windows applications system
- ▶ Users must a reasonable knowledge of Outlook E-mail

Cost:

On application

Duration: 1 Day**Location: Horsham/Onsite**

1 day's training will be divided into 3-4 x 1-1½ hour sessions.

Booking information:

To request a booking form and course availability telephone the Customer Training Department on 01403 244446 or email clienttraining.uk@damovo.com.