

Time and Task Management with Outlook 2007 /2010 / 2013

Course Description:

This half day course has been designed to provide users with the knowledge, skills and competencies to effectively use Outlook as a valuable organisational tool. This is more than standard Time Management training course - instead focus is on Outlook as a tool to enhance productivity and better manage day to day tasks and activities.

<p>PART I: Overview Of Outlook</p> <ul style="list-style-type: none"> • Shortcuts & Speed Keys <p>PART II: Customise Outlook:</p> <ul style="list-style-type: none"> • Change Default settings to ensure Outlook is working for you. <p>PART III: Outlook Tools:</p> <p>WORKING WITH CALENDAR & TASKS</p> <ul style="list-style-type: none"> • Using the Calendar & Tasks together as your planner • Creating Personal Tasks • The To-Do Bar ** • Prioritising Tasks • Moving Completed Tasks • Categorising Tasks • Working with Calendar Entries • Add Colour to your Calendar <p>WORKING WITH OTHERS</p> <ul style="list-style-type: none"> • Scheduling Meetings with others • Sharing your calendar / opening other user's calendars • Accessing Group Calendars • Responding to Task Requests 	<p>WORKING WITH EMAIL</p> <ul style="list-style-type: none"> • Act Now! - Prioritising Mail by creating tasks • Keep a record - Working with Folders • Follow-up on Sent Items • Creating Rules to act on Incoming and / or Outgoing Mail • Creating Quick Steps*** • Inserting Quick Parts** • View Messages by Conversation**** • Mailbox Full? - Create a Personal Folder File • Colour Coding Messages • Flagging Messages for Follow-up <p>WORKING WITH YOUR ADDRESS BOOK</p> <ul style="list-style-type: none"> • Adding / Editing / Deleting Contacts • Add Sender to Address Book / Gather other contact information from an E-mail • Creating Groups (Contact Groups) • Suggested Contacts*** • Social Network Access*** <p>Key: ** new in 2007 *** new in 2010 ****new in 2013</p>
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