

Improving Productivity with Outlook

Course Length

3 hours

Course Objective

Participants will become more efficient in their daily use of Microsoft Outlook.

Target Student

This class is for Outlook users who are comfortable with the basics and want to learn shortcuts to be more efficient OR for people who haven't taken a training class recently (or ever) and want to learn new features.

Prerequisites

Participants should be comfortable with sending and receiving emails.

Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Outline

- Selecting Shortcuts
- Shortcuts for Creating Items
- Quick Steps
- Rules
- Search Options
- Find Related Messages
- Using the Search Box
- Search Folders
- Use Conversation view
- Flags
- Categories
- Conditional Formatting
- Quick Parts
- Tables
- Attach Items
- Change Mail Defaults
- Change Calendar Defaults

Also Includes

- Reference Material.
- Certificate of completion.