



Microsoft Outlook Training

This learning module can be delivered as outlined or can be tailored to meet your specific requirements.

Outlook: Best Practice

Description

How quickly can you find 'that' message? If you regularly spend a lot of time trying to locate a message that has an importance piece of information, then this workshop course is for you. You will learn how to deal with incoming messages quickly whilst ensuring that the appropriate action is taken. You will also learn how to use Calendar and Tasks to manage your workload to help you meet deadlines.

Learning Outcomes

By the end of this workshop, you will be able to:

- apply the '4Ds' of message management
- search for messages
- create Quick Steps for managing messages
- create rules for handling messages when they arrive in your Inbox
- use Outlook's tools for cleaning up your messages
- flag email messages and other Outlook items
- add categories to email messages and other Outlook items
- colour code Calendar items
- create and manage meeting requests
- manage your workload with Calendar and Tasks
- work efficiently with Outlook folders.