Organize your work with Outlook

For most users, Outlook is the most important tool of all. Unfortunately, many users only use the mail function of this program. Did you know that there is much more to Outlook? In this course, we will show you how to use Outlook in a more practical way. Discover important functions which will help you save time. We will show you how to handle emails efficiently and how to reduce the amount of received mails. The topic time management is also included in this course.

Course objective: You learn how to organize your projects with Outlook in order to increase your personal productivity

Prerequisites: Good Computer Knowledge

Length: 1 Day

Topics:

- Emails
    - Important mail options
    - Voting buttons
    - Automate your work with quicksteps
    - How to reduce the amount of received emails
    - How to write and answer emails efficiently
    - Working with rules (e.g. Move cc-mails and newsletters automatically to a specific folder)

- Searching for Information
    - Using the search function
    - Creating search folders
    - Best practice on how to organize your folders

- Working with Contacts and Notes
    - Entering contacts and distribution lists
    - Using categories
    - Sharing contacts in a team
    - Using Outlook contacts for a merged letter
    - Using notes

- Calendar
    - Entering, moving and changing appointments
    - Organizing meetings
    - Working with permissions - Looking into a calendar from another person
    - Working with group schedules

- Tasks
    - Entering Tasks
    - Organize your daily work using categories
    - Transform a mail into a task or an appointment
    - Workflow model – how to get an empty inbox
    - Scheduling your tasks according to priority

- Creating a View
    - Setting filters in order to work on a specific project
    - Working with conditions to apply a format