



Outlook Tips and Tricks

Do you already have some Outlook knowledge? We concentrate on some very useful features such as the voting buttons, quick steps and many more. In addition, you get tips and tricks about working with the calendar, contacts and notes and how to automate recurring tasks. We have a look at the team functions of this program.

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

Prerequisites: Good Computer Knowledge

Length: 3.5 hours

Topics:

- Emails
 - Important mail options
 - Voting buttons
 - Automate your work with quicksteps
- Searching for Information
 - Using the search function
 - Creating search folders
 - Best practice on how to organize your folders
- Calendar
 - Entering, moving and changing appointments
 - Appointments, events and tasks – what's the difference?
 - Recurring appointments
 - Organizing meetings
 - Working with permissions - looking into a calendar from another person
 - Working with group schedules
- Contacts
 - Entering contacts and distribution lists
 - Using categories
- Using notes