

MANAGING OUTLOOK EFFICIENTLY			
<p><b>Duration:1 Day</b></p> <p><b>Objective:</b> To be able to reduce the size of your inbox and sent items. Reduce time handling emails through automation. Cover time management concepts.</p> <p><b>Essential:</b> Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.</p> <p><b>Learning Outcome</b> By the end of the day you will be confident in sending and receiving emails with attachments, create calendar entries add contacts and tasks. You will have gained some valuable tips on how to keep your inbox under control.</p>	<p><b>Module 1</b></p> <p><b>Getting Started</b></p> <p>Time Management concepts</p> <p>Outlook Structure</p> <p>Mail etiquette</p> <p>Tabs &amp; Ribbons</p> <p>Customizing the Quick Access toolbar</p> <p>Create Signatures</p> <p>Change View</p> <p>View Settings</p> <p>Set Conditional Formatting</p> <p><b>Module 2</b></p> <p><b>Messages</b></p> <p>Create a Message</p> <p>Create a Message using Dictate</p> <p>View messages</p> <p>Mark as Read/Unread</p> <p>Working with attachments</p> <p>Delete</p> <p>Re send</p> <p>Save Email to desktop</p> <p>Formatting Messages</p> <p>Use Voting Buttons</p> <p>Message Options</p> <p>Use Flag for Follow up</p>	<p>Customize field headings</p> <p>Using Quick Parts for Outlook</p> <p>Read Aloud</p> <p>Work with Conversations</p> <p>Insert tables, Pictures</p> <p>Use Screenshot</p> <p><b>Module 3</b></p> <p><b>Folders</b></p> <p>Create a Folder/ sub folders</p> <p>Delete</p> <p>Move files</p> <p>Retrieve deleted items</p> <p>Create a Search Folder</p> <p>Using Quick Steps</p> <p><b>Tools</b></p> <p>Out Of Office</p> <p>Manage Rules</p> <p><b>Module 4</b></p> <p><b>Address Book</b></p> <p>View Contacts</p> <p>Add Contact</p> <p>Create a Group</p> <p>Modify a Group</p> <p>Add to contacts from new email</p> <p>Create Categories</p>	<p><b>Module 5</b></p> <p><b>Calendar</b></p> <p>Create an Appointment Meeting</p> <p>Schedule bar</p> <p>Reoccurring</p> <p>Reply to invitations</p> <p>Reminders</p> <p>Move a calendar entry</p> <p><b>Module 6</b></p> <p><b>Notes &amp; Tasks</b></p> <p>Time Management concepts – Prioritizing</p> <p>Create a Task</p> <p>Assign a Task</p> <p>Modify a Task</p> <p>Delete</p> <p>Create Notes</p> <p>Delete</p> <p>Change Colour</p>