

Outlook Business Tools and Tips

Duration: ½ Day

Description

This course provides participants with guidelines for using email for business purposes. It covers basic email etiquette, which both maintains professional standards and assists email users to manage their email traffic, and also covers topics that will help email users to manage incoming emails, use the new timesaving tools and schedule meetings at times suitable to all participants.

Following the simple guidelines in this course will help you to manage and streamline the sometimes overwhelming task of dealing with email.

Prerequisites

- Familiarity with Microsoft Outlook messaging

Who Should Take This Course?

All users who are using Microsoft Outlook to email and receive messages and want to use more of the Outlook features to increase their productivity and time management.

Objectives

- ✓ Email Etiquette
- ✓ Working with Emails
- ✓ Managing Folders
- ✓ Using Rules
- ✓ Working with the Calendar

Outline

Email Etiquette

- Email Content
- Writing Emails
- Working with Attachments

Working with Emails

- Changing how you View Messages
- Working with Conversations
- Using Quick Steps
- Making the most of Categories
- Using Viewing Tools

Managing Folders

- Creating Folders
- Moving Messages to Folders
- Using Search Folders

Using Rules

- Creating Simple Rules
- Using the Rules and Alerts Wizard

Working with the Calendar

- Viewing the calendar
- Changing calendar options
- Scheduling appointments and events
- Using the Meeting Scheduler
- Managing recurring appointments
- Calendar overlays
- Creating Calendar Groups
- Emailing your calendar