

Using Outlook for Time Management

Duration: ½ Day

Description

This half day course provides participants with the skills they need to utilise the many organisational and management features of Outlook to make their use of Outlook more efficient in the business environment.

Participants learn how to customise their Outlook toolbar, and how to customise their Outlook application using views, groups and categories, how to organise items using the Rules Wizard, and how to organise their mailbox by managing email messages and contacts.

Participants will also learn how to manage their calendar settings, how to schedule their own time and to create meetings within their business environment, and also how to organise their time using Tasks.

Prerequisites

- Outlook Introduction or equivalent level.

Who Should Take This Course?

All users who are using Microsoft Outlook to manage emails, calendars and tasks and who want to increase their productivity and time management.

Objectives

- ✓ Optimising Email Management
- ✓ Managing Outgoing Emails
- ✓ Using Quick Steps
- ✓ Calendar Notes
- ✓ Setting up a Time Management system
- ✓ Filing Messages
- ✓ Searching for messages

Outline

Optimising Email Management

Email Best Practice
External Storage
Opening Attachments

Managing Outgoing Email

Flagging Emails
Using Voting Buttons
Tracking Message Delivery

Using Quick Steps

What are Quick Steps
Creating Quick Steps
Managing QuickSteps

Calendar Notes

Creating an appointment from a Message
Marking an appointment as private
Scheduling meetings
Using the Scheduling Assistant

Using Outlook for Time Management

The four D's of time management
Setting up a System
Using Email Folders

Filing Messages

Using Colour Categories
Arranging Messages
Using Conversations
Setting Reminders

Finding Messages

Instant Search
Using Search folders
Putting the system into practice