

Achieve More using Microsoft® Outlook – Time-Saving Top Tips

Overview

This course will enable you to manage your email, calendar and tasks more efficiently and save you hours in your working day.

Is it right for me?

This course is for PA's, Administrative Assistants, Virtual Assistants, Office Managers, Office Assistants and anyone who needs to use Microsoft Outlook on a daily basis to manage their email, calendar and tasks. Attendees must be confident using the keyboard and mouse.

What will I learn?

By the end of the course you will be able to:

- Manage your inbox.
- Manage your calendar.
- Keep track of your tasks.

Laptops will be provided on the Open course.

What will it cover?

Session 1

- The Ribbon and Quick Access Toolbar
- The To Do Bar
- Filing your email
- Quicksteps
- Preview Attachments
- Reply with a meeting
- Send a copy of your calendar

Session 2

- Add voting buttons
- Drag and drop
- The Calendar
- Calendar Overlay
- Create an appointment and a meeting
- Scheduling Assistant
- Contacts
- Create a contact group
- Tasks and To Do items