Microsoft Outlook - Working More Efficiently

Duration : ½ day

Course Overview

This course is aimed at those who are already using Microsoft Outlook but want to work more efficiently.

Prerequisites

Delegates must already be using Outlook and be comfortable sending and reading emails and opening and saving attachments.

Course Content

Calendar
Explore the Outlook Calendar
Respond to a meeting request
Difference between Accept Reject Tentative
Schedule and Edit an appointment
Arrange a meeting with other people
Booking a room (if applicable)
Reply to a meeting request
Propose a new meeting time
How Outlook interacts with Microsoft Teams
Entering appointment details
Creating recurring appointments
Marking time as free or busy etc.
Reserving calendar time for tasks
Adding travel time - using appointments to mark out and marking time as busy

Speeding up Emails
Setting up a signature and multiple signatures
Using AutoCorrect and Quick Steps
Creating a signature QuickPart
Use quick parts for repetitive emails
Delivery and Read Receipts - do not use
Inserting a screenshot

Working with Contacts (as a user)
Add edit and delete a contact
Sort and find contacts - Global address book
Managing and sharing contacts
Create Contact Groups (distribution list)
Using the People Pane

Inbox Management
Are you a deleter or a hoarder?
Would working towards 'Inbox Zero' work for you?
Figure out your inbox management strategy: understand the built-in folders and create some of your own.
Use the searching and sort tools more effectively.
Find important emails quickly by using Flags and Categories and generating a Task list.
Use some of the automatic inbuilt tools to speed up filing (Rules and Quick steps).
Learn some of Outlook's message options such as delaying emails or directing replies elsewhere.

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