

Personal Organisation with Outlook 2016 ©



caring, flexible, professional

Duration: 1 Day

TARGET AUDIENCE

This one-day course is designed for users who use the basics of email, calendaring, and contacts management and need to learn more about what this application is capable of.

LEARNING OUTCOMES

The skills and knowledge covered are sufficient to be able to manage e-mail, schedule appointments, and keep track of contact information

Getting Started with Outlook

- The Program Window
- The Ribbon
- The Backstage View
- Module and Item Tabs
- Quick Access Toolbar

E-mails

Creating and Sending Messages

- Adding an Attachment to a Message
- Viewing Messages and Message Attachments
- Responding to Messages
- Adding Signatures to Messages Automatically
- Add Tracking to E-mail Messages
- Using Message Templates

Calendar

- Scheduling and Changing Appointments
- Creating an Appointment from a Message
- Meeting Requests with a Preview of Your Calendar
- Scheduling and Changing Events
- Scheduling Meetings
- Working with Multiple Calendars
- Sharing a Calendar with a Co-worker
- Sharing Calendar Information Outside Your Organisation
- Displaying Different Views of the Calendar

Working with Your Contacts

- Viewing Your Contacts
- Personalising Contacts
- Sending Business Cards
- Creating a Contact Group (Distribution Lists)

Tasks

- Creating Tasks from Scratch
- Creating Tasks from Outlook Items
- Updating Tasks
- Removing Tasks and Items from Task Lists
- Assigning Tasks to Others
- Tasks Other People Assign to You
- Displaying Different Task Views
- Finding and Organising Tasks
- Organising Outlook
- Using Colour Categories
- Working with Conversation View
- Organizing Messages in Folders
- Creating Rules to Process Messages
- The To-Do Bar
- Quickly Locating Messages and Other Outlook Items
- Creating and Managing Quick Steps
- Using Notes

Working Smarter

- Pin Programs to the Task Bar
- Shortcut Menus
- Change the Way Outlook Opens
- Open Outlook in Calendar
- Customise Your Ribbon
- Send an E-mail Attachment from Anywhere on the Desktop
- Adding Screenshots to Your Message
- Check Spelling and Grammar
- Using the Clipboard in Outlook
- Schedule Uninterrupted Time to Process and Organise E-mail
- Use the "Four Ds for Decision-Making" model
- Ensure Your E-mail Gets Read

Duration: 1 day **Class size: 10**
Times: 9am to 4pm