

### COURSE DESCRIPTION

- Would you like to have an empty inbox at the end of each day?
- Would you like to schedule realistic days and never have to worry about forgetting to do or follow-up on a piece of work?
- Would you like have an organised system that will help you work more effectively on a daily basis?

The “Practical Productivity using MS Outlook” training course will provide participants with a totally practical and workable solution to managing their workload and time more effectively.

This program has been designed to provide you with the knowledge, skills and competencies to effectively use Outlook as your organisational tool.

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### Overview of MS Outlook Shortcuts

- ✓ Shortcuts & Speed Keys
- ✓ Changing View Preferences
- ✓ Navigating through mail quickly
- ✓ Selecting & Forwarding Multiple Messages
- ✓ Creating and using signatures
- ✓ Use Quick Parts for frequently used content

### Customise MS Outlook

- ✓ Change Default settings to ensure Outlook is working for you.

### Working with your Personal Calendar and Tasks

- ✓ Using the Calendar & Tasks together as your planner
- ✓ Creating Personal Tasks / To-Do's
- ✓ Prioritising Tasks
- ✓ Re-dating Tasks
- ✓ Creating Recurring Tasks
- ✓ Inserting Hyperlinks in Tasks
- ✓ Marking Tasks Complete / Moving completed tasks
- ✓ Categorising Tasks
- ✓ Creating / Editing / Deleting Calendar Entries

- ✓ Setting Realistic Goals by planning your day realistically
- ✓ Printing the Calendar (workable format)
- ✓ Add Colour to your calendar

### Working with email

- ✓ Act Now! – Apply the 4 D's to your email.
- ✓ Manage workload by creating tasks directly from email.
- ✓ Keep a record - Working with Folders
- ✓ Follow-up on Sent Items
- ✓ Mailbox Full? – Create a Personal Folder File

### Working with your Address Book

- ✓ Adding / Editing / Deleting Contacts
- ✓ Add Sender to Address Book / Gather other contact information from an E-mail
- ✓ Creating Groups (Distribution Lists)
- ✓ Use contacts to store frequently accessed information.

### Working with others / Data Collaboration

- ✓ Working with Meeting invitations
  - ✓ Sharing your calendar / opening other user's calendars
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