

OUTLOOK

LEVEL: BEGINNER



Duration: 1 day

Prerequisites:

- Knowledge of the Windows environment
- Have access to a computer and Microsoft Outlook (versions 2013, 2016 or OFFICE 365)

Learning tools:

- Distance learning
- Demonstrations
- Training material included

Skills acquired at the end of the training:

- Acquire the tools for better time management
- Communicate and manage your messaging effectively
- View and manage meetings, appointments and tasks

Attestation: yes

PROGRAM:

Organizing Outlook

- Program Outlook views according to our need
- Manage groups and folders
- Efficient filing of Outlook items
- Import and export contacts, messages, calendar, and notes
- Conditional formatting to better view important emails
- Printing and formatting of Outlook items

Email

- Handling incoming and outgoing messages and filing them in folders
- Insert and save attachments
- Create a signature
- Create message templates
- Use and manage the search function
- Process the reminder window
- Manage spam and create rules

Calendar and task management

- Create an appointment, a task
- Set up a recurring event
- Schedule and follow up on a meeting with one or more people
- Assign a task to one or more people
- Accept or decline an invitation, a task
- Categorize appointments by color
- Calendar(s) sharing

Contact management

- Add a contact from an email
- Create and categorize contacts
- Create a contact group (distribution list)
- Classify by color

Journal and notes management

- Configure outlook journal
- Create, edit, and delete a note, journal entry
- Keep track of activities

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Out of office manager

- Manage incoming emails in case of absence
- Redirect important emails

QUESTIONS AND ANSWERS