NEW OUTLOOK BASICS 2
CONTACTS, CALENDAR & TO DO
INTERMEDIATE

Duration: 3 hours

Prerequisites:
- Completion of the Outlook Basics 1 course or equivalent knowledge
- Computer with Microsoft Outlook (new version)

Teaching methods:
- Remote training
- Demonstration
- Training materials included

Target audience: Administrative staff, managers and professionals who already know the basic features of the new Outlook and want to better organize their tasks, contacts, calendars and invitations.

Skills acquired by the end of the course:
- Gain the tools for better time management
- View and manage meetings, appointments and tasks

Certificate of completion: yes

DESCRIPTION

Learn to better organize your day-to-day work in this second course on the new Outlook: manage your contacts and calendar, schedule meetings and track your tasks with To Do. You will also learn how to use categories, rules and conditional formatting to organize your emails, and how to manage your messages while you are away.

PROGRAM

1. Contact management

- Add a contact from an email
- Create and organize contacts
- Create a contact group (contact list)
- Organize by color
- New search view

2. Calendar management

- Create an event
- Set up a recurring event
- Schedule a meeting with one or more people
- Accept or decline an invitation
- Track invitations
- Color-code events
- Calendar settings

3. General Outlook organization

- Reminders window
- Organizing by category
- Add – edit – delete a category

4. To Do

- Create a task in To Do
- Edit – delete a task
- Organizing in “To Do”
- Create a list

5. Managing rules

- Create a rule
- Edit – delete a rule

6. Conditional formatting

- Create conditional formatting
- Edit – delete – move rules

7. Out-of-office management

- Manage incoming email while away
- Forward important emails

QUESTIONS AND ANSWERS