

# OUTLOOK

## CONTACT MANAGEMENT CALENDAR AND TASKS



**Duration:** 3 hours

**Prerequisites:**

- Knowledge of Outlook – Basic level 1
- Have access to a computer and Microsoft Outlook (versions 2013, 2016 or OFFICE 365)

**Learning tolls:**

- Distance learning
- Demonstrations
- Training material included

**Skills acquired at the end of the training:**

- Acquire the tools for better time management
- View and manage meetings, appointments and tasks.

**Attestation:** yes

### PROGRAM:

#### Organizing Outlook

- Manage groups and folders
- Import and export contacts, messages, calendar, and notes
- Printing and layout of Outlook items (contacts – Tasks – Calendars – Notes)

#### Contact Management

- Add a contact from an email
- Create and classify contacts
- Create a contact group (distribution list)
- Sort by color
- Transfer one or more contacts

#### Calendar and tasks management

- Create an appointment, a task
- Set up a recurring event
- Schedule and track a meeting with one or more people
- Assign a task to one or more people
- Accept or decline an invitation, a task
- Sort appointments by color

### To Do

- Introduction to "To Do"
- Use "To Do" for better task classification

### Note Management

- Create, edit a note
- Delete a note

### Out of office management

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

### QUESTIONS & ANSWERS

