

Microsoft Outlook Time Management & Productivity Course Content (1 full day)

Aimed at:

those who want to use Microsoft Outlook to improve their time management and productivity.

Prerequisites:

- ✓ Sound knowledge of Microsoft Outlook
- ✓ Alternatively, completion of the Outlook Essentials training course

Customise Email Folders

- Insert columns
- Remove columns
- Change column widths
- Reorder columns
- Sort columns
- Group columns

Work with Email Templates

- Create an email template
- Use an email template
- Edit an email template

Create Email Template Macros

- Create a macro to open email based on template
- Add macro to Quick Access Toolbar
- Customise toolbar button

Insert Standard Content

- Save standard content as a building block
- Insert a building block
- Set up AutoText
- Use AutoText

Organise Emails

- Add a new email folder
- Manually move emails to a folder
- Set rule to move email to a folder automatically
- Flag an email
- Categorise an email
- Add 'note' to emails
- Mark email as read / unread

Use Email Search Folders

- View search folders
- Display a search folder
- Customise a search folder
- Add search folder to favourites

Search Emails

- Search current email folder
- Search mailbox
- Search for emails with attachments
- Set default search options

Work with Email Attachments

- Search for emails with attachments
- View email attachments
- Save email attachments
- Remove attachments

Archive Outlook Items

- Archive settings
- Edit specific folder archive settings
- Run a manual archive

Work with Junk Email

- View junk email
- Mark email as not junk
- Add contact to safe senders list
- Add contact to blocked list

Delete Outlook Items

- Permanently delete individual items
- Manually empty deleted items folder
- Automatically delete items in deleted folder
- Delete old items only

Manage Conversations

- View emails by conversation
- Conversation settings
- Ignore a conversation
- Conversation clean up settings
- Clean up conversations

Send Contact Details

- Attach a contact to an email
- Insert contact details in body of email
- Attach a business card

Use Advanced Email Options

- Direct replies to another person
- Delay sending of email to specific date/time
- Set email expiry date
- Read / delivery receipts

Use Voting Buttons

- Add voting options to your email
- Responding to a voting email
- Track voting responses

Edit Mail Settings

- Spelling options
- AutoCorrect options
- Reading Pane options
- Message notification options
- Reply and forward settings
- Send message settings

Edit Calendar Settings

- Set work days and times
- Set default reminder time
- Add public holidays
- Set calendar colour

Organise Meetings

- Create and send a meeting request
- Use the scheduling assistant
- Track meeting request responses
- Edit meeting location

Respond to Meeting Requests

- Response options
- Add reminder and categories
- Add attachments to a meeting

Categories

- Rename categories
- Add new categories
- Delete categories
- Apply categories to an appointment

Searching the Calendar

- Search calendar by text
- Search for meetings that you have not responded to
- Search for appointment by category
- Search meeting request by organiser

Sharing Calendars

- Give permission to view your calendar
- Open another users' calendar

Add Contacts

- Add a contact from an email
- View a contact from an email
- Create a contact group
- Edit a contact group
- Email a contact group

Mail Merge

- Select contacts to email
- Set up your mail merge
- Insert merge fields and send emails

Share Contacts

- Send a sharing invitation
- Setting contact folder permission level
- Request access to other users' contacts

Task Settings

- Change current task view
- Set default reminder times
- Set reporting options for assigned tasks

Recurring Tasks

- Set a recurring task
- View a recurring task
- Mark a single task instance complete
- Delete a recurring task

Assigning Tasks

- Send a task request
- Receive a task request
- Send a status report
- Receive a status report

Navigation Options

- Customise navigation icons
- Reorder navigation icons
- View Folders and Shortcuts

Shortcuts Navigation Pane

- Add shortcut to Outlook folder
- Add a shortcut group
- Add a shortcut to a web page