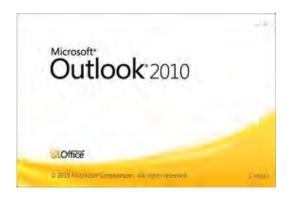
USING MICROSOFT OUTLOOK® EFFECTIVELY



Manage Your Workflow and Keep Your Inbox Empty



PROGRAM DESCRIPTION

Did you get formal training in using Outlook? Most employees don't. "Here are your computer, your email address, and your in-box, good luck" is usually as good as it gets. Thousands of email messages later, it's impossible to keep on top of it. In this course, Outlook methods are demonstrated "live" by a Microsoft Certified Application Specialist. Optionally, if computers are available, participants can follow along and practice "hands on." This is not simple computer training; it is workflow processing, where employees use Outlook to get work done and increase performance dramatically.

COURSE OBJECTIVES

Learn the nine different features of the navigation Automatically convert an email into a Task or **>>** pane: it's not all about your inbox and calendar. Appointment. Customize notification and send/receive options to Assign and track Tasks for other people and quickly maintain concentration and avoid electronic **>>** see the status. interruption. Discover tricks to reduce the size of your inbox Keep multiple Calendars for other people, school, **>> >>** and stay under your limit. or your personal life. Learn new techniques to organize personal folders Use Notes to keep lists and store clippings from **>> >>** and quickly find information. the Internet. Create Note, Contact, Journal, Task, and Calendar Immediately access any email you sent to a **>>** Folders and learn how to use them. Contact, without having to look in your Sent Items. Track every meeting, conversation, and phone call Use Rules to organize and run programs on your **>> >>** with any Contact and quickly access the messages. information years later.