Using Outlook for Time Management

Modality: On Demand

Duration: 2 Hours

About this Course:

Many people don't know that Outlook is an amazing program for managing your time. From automating the sorting process so you can approach important tasks intelligently, to prioritizing, to using the outlook calendar on a mobile device or your day planner of choice, this course will reveal the most effective tools you can incorporate into your current organizational system.

Course Objectives:

- Rather than teach you "our way" to organize your life, this course will identify key organizational concepts inherent in all time management approaches, and show what Outlook can do to meet your particular needs.

Audience:

- Everyone who uses Microsoft Outlook.

Course Outline:

- Introduction
- Navigating
- File System
- Search Folders
- Flags
- Processing Email
- Automation
- Custom Views
- Printing
- Tips for Customizing