

Microsoft Outlook®: Taking Control of Your Time, Tasks and E-mail - 1 Day

Course 1310 Overview

- You Will Learn How To**
- Leverage the extensive features in Microsoft Outlook to increase productivity
 - Customize the Outlook interface with the Ribbon, Quick Steps, Quick Access Toolbar and Backstage view
 - Maximize productivity by configuring Calendar Events, Appointments and Meetings
 - Prioritize and accomplish critical business goals by implementing Outlook Tasks
 - Apply realistic workflow techniques and optimize your work day by linking Mail, Calendar and Tasks
 - Quickly identify important e-mail using Rules and Alerts, Categories and Search Folders
- Course Benefits** Organizations depend on highly skilled employees to accomplish their business goals effectively and efficiently. This course offers the skills to improve your productivity by maximizing the innovative features and techniques of Microsoft Outlook. You gain the knowledge to configure the Outlook user interface, control and prioritize your schedule using Calendar and Tasks, and effectively manage a high volume of e-mail.
- Who Should Attend** Anyone who wants to boost their productivity with time-saving strategies that leverage e-mail, tasks and the business calendar in Microsoft Outlook.
- Hands-On Training** In this one-day course, you learn how to apply Outlook features to maximize your productivity. Hands-on exercises include:
- Customizing the Ribbon and configuring Quick Steps
 - Adding events and maximizing calendar views
 - Managing and prioritizing your Task list
 - Configuring custom Task list views
 - Processing your inbox by efficiently converting e-mails to Calendar and Task items
 - Quickly finding information with Search Folders and Categories

Microsoft Outlook®: Taking Control of Your Time, Tasks and E-mail - 1 Day

Course 1310 Outline

Introduction

- Identifying roadblocks to personal productivity
- How Outlook can streamline workflow

Leveraging the User Interface for Improved Productivity

Examining the Ribbon

- Navigating the Ribbon and identifying new Outlook 2010 features
- Customizing the Ribbon to fit your work needs

Discovering Quick Steps and the Quick Access Toolbar (QAT)

- Assigning multiple actions to one-click buttons
- Modifying the Quick Access Toolbar (QAT) to add your most commonly used commands for easy reach

Accessing multiple Outlook management features with Backstage view

- Managing Outlook configuration options including start and exit
- Reviewing account information
- Accessing advanced Outlook options
- Running the Mailbox Cleanup

Controlling Your Schedule with the Calendar

Constructing a dynamic schedule to adapt to the changing business environment

- Defining your schedule parameters with fixed items for realistic planning
- Effectively managing schedules with recurring events

Establishing direct control over calendar items

- Differentiating between Appointments, Events and Meetings
- Employing Categories to optimize time usage

Implementing Productivity Techniques with the Calendar

Analyzing your individual schedule

- Managing your time on a daily and weekly basis
- Identifying problem patterns and opportunities to maximize your available time

Working with others

- Collaborating with the Schedule View
- Refining your Schedule View with the Time Scale feature

Enhancing the Task System for Increased Effectiveness

Defining tasks

- Keeping things simple: establishing a central point for all your responsibilities
- Breaking down projects into self-contained, achievable tasks
- Prioritizing tasks by establishing an Importance Level to achieve project goals

Sustaining the Task System

- Reassessing your task priorities and identifying "must do" items
- Building custom views to stay on top of your tasks

Integrating E-mail into Your Workflow

Establishing productive habits

- Managing e-mail to stay focused and minimize distractions
- Adjusting settings to control the flow of e-mail

Efficiently processing e-mail

- Creating automatic e-mail filtering rules to save time
- Processing your inbox with the four Ds: Delete, Do, Delegate or Defer
- Converting e-mails to Calendar and Task items

Managing High Volumes of E-mail

Effectively handling e-mail by choosing the right filing system

- Adapting folder structures to fit the work environment
- Creating and saving virtual Search Folders to quickly locate information
- Simplifying e-mail storage with Categories

Extending productivity with sophisticated e-mail features

- Applying the Conversation view to filter e-mail noise
- Preventing common e-mail mistakes with Mail Tips