

McMillan Bird













Time Management using Outlook

Duration: 1/2 day

Course Aim:

The aim of this course is to customise the Outlook environment and learn ways to manage your time using Outlook tools and commands.

Course Topics:

-  **Sort and Group mail efficiently**
-  **Perform advanced searches**
-  **Set time saving delivery options**
-  **Group and overlay Calenders**
-  **Prioritise mail**
-  **Perform Quick Steps**
-  **Create Rules**
-  **Work with Tasks and the To Do Bar**
-  **Assign categories**
-  **Customise the Ribbon**
-  **Customizing views and folders**
-  **Learn calendar shortcuts and tips**

Training