

Time, Email and Task Management

Inbox Management

- Customising your inbox
- Utilising Folders
- Streamline with Categories
- Automate with Quick Steps
- Managing with Rules

Locating Messages

- Sorting, Filtering and Grouping
- Search Features
- Search Folders

Message Options

- Using AutoText
- Delivery Options
- Tracking Features

Project Management

- Introducing Tasks
- Tasks or To- Do Item?
- Creating and Assigning Tasks

Storing Emails

- Using Archive
- Hard Drive or Network Folder
- Creating an Outlook Data File

Is this the right level for you?

This course is suitable for delegates who are self-taught users of Outlook. You must have a basic understanding of a Microsoft Windows PC or laptop including keyboard and mouse familiarity.

What will you be able to do?

The aim of the course is to provide you with the essential skills to work with and manage your Inbox, by filtering, sending, saving, finding and storing your Mail items. It will also look at To-Do Items and Tasks, how they compare against each other and how they can keep you organised.

Training Process

Laptops are provided with individual email addresses to mirror the work environment and make this session interactive. Delegates will be asked to carry out exercises during the training to reinforce their knowledge. Opportunity for questions throughout.

Delegates

This course is suitable for a maximum of 7 delegates.

Duration

Morning Session 9.30am - 12.45pm

or

Afternoon Session 1.30pm – 4.45pm
(15 minute coffee breaks in each session)

Course Reference

FCP/Outlook 2013/Email & Tasks