MICROSOFT OUTLOOK
COURSE OVERVIEWS

Linkit

Efficient Email Management

Prerequisites:
Has attended an Introduction to Computer course or has equivalent knowledge.

Topics:
- Focused vs. Other Folders
- Tracking and Delivery Options
- Setting the Importance of an Email
- Reply and Forward an Email
- Attachments and Links
- Create and Maintain Auto Signatures
- Recall and Resend an Email
- Saving an Email as a Document
- Use Quick Step to Automate Actions
- Display Emails using Different Views
- Customise the Outlook Environment
- Flag and Categorise Emails
- Automatic Replies (Out of Office)
- Share an Email to Teams
- Search for Emails

Duration: 4 Hours

Simplified Contact Organisation

Prerequisites:
Has attended an Efficient Email Management course or has equivalent knowledge.

Topics:
- Add and Modify Contacts
- Work with Different Views
- Find, Sort, and Filter Contacts
- Create and Maintain Groups
- Assign and Work with Categories
- Save a Contact as a Document
- Display Emails using Different Views

Duration: 3 Hours

Personalise Outlook

Prerequisites:
Has attended an Efficient Email Management course or has equivalent knowledge.

Topics:
- Automatic Replies (Out of Office)
- Apply and Maintain Rules
- Creating and Working with Folders
- Sort, Find, and Filter Items
- Advanced Customisation
- Use of Stationery and Themes

Duration: 3 Hours

Navigating you Workday

Prerequisites:
Has attended an Efficient Email Management course or has equivalent knowledge.

Topics:
- **Calendar Management**
  Change the Appearance of your Calendar
  Schedule an Appointment or an Event
  Assign and Work with Categories
  Setting an Alarm
  Rescheduling Appointments
  Schedule Recurring Appointments
  Invite Team Members to Meetings
  Maintaining Meetings – Rescheduling, Sending Emails, View Participant Status, Update Meeting Details
- **Task Management**
  Tasks vrs To-Do Lists
  Update the Task Status
  Recurring Tasks
  Using Different Views
  Schedule Time in your Calendar

Duration: 3 Hours

For Businesses

Improve the productivity of your team
Contact us for face-to-face or virtual sessions

For Individuals

Are you are retuning back to work?
Contact us to arrange a virtual training session

Training for Results!
All courses are fully customisable