

Outlook & Time Management

ClearCut
IT TRAINING

Duration: 1 day

Module 1: E-mail Management Fundamentals

- Course introduction and objectives
- Outlook interface overview and navigation
- Composing, sending, and replying to emails
- Email formatting and attachments
- Using CC, BCC, and reply/reply all options effectively
- Email signature creation and management
- Organizing emails with folders and categories
- Customizing inbox and folder views

Module 2: Advanced E-mail Management

- Creating and using email rules and filters
- Managing junk email and blocked senders
- E-mail search techniques and advanced search
- Using flags, importance levels, and follow-up reminders
- E-mail templates and quick parts
- Managing multiple email accounts
- Setting automatic replies
- Delay sending an email

Module 3: Working with Contacts

- Creating contacts
- Managing contacts
- Creating contact groups

Module 4: Calendar and Diary Management

- Calendar interface and view options
- Creating and editing appointments and events
- Setting up recurring appointments
- Managing multiple calendars
- Sharing calendars and permissions
- Meeting requests and responses
- Room and resource booking
- Setting reminders and notifications

Module 5: Task Management and Integration

- Introduction to Outlook Tasks
- Creating, editing, and organizing tasks
- Setting task priorities, due dates, and reminders
- Converting emails to tasks
- Task delegation and assignment
- Using the To-Do Bar effectively
- Integration between emails, calendar, and tasks