

CH134

MS OFFICE

Better Managing Influx and Volume of Information Using MS Outlook

 Laboratory course**DURATION**
1 DAY**REGULAR FEE**
350 \$**PREFERENTIAL FEE**
300 \$

Objectives

To provide the knowledge and skills required to use the advanced features of MS Outlook in order to more effectively manage e-mail.

Targeted audience

Any audience.

Prerequisite

Basic knowledge of Outlook.

Content

- Managing folders: creation, organization, sharing
- Creating rules for automatically categorizing, answering, deleting or filing messages
- Handling spam
- Techniques for automatically archiving messages
- Efficiently searching messages and folders
- Toolbars: customizing, creating and adding tools that make managing messages easier
- Search tools and follow-up indicators
- Using shortcuts to access frequently used folders, documents and Web addresses
- Setting up effective working screens
- Creating and using categories
- Grouping functions
- Creating out-of-office messages and setting up automated replies

General Note

The course is presented using Outlook 2016 and also covers the features available in Outlook 2007, 2010 and 2013. The version of the course presented using Outlook 2003 is available upon request.

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