

Microsoft Outlook – The Time-Saving Know-Hows

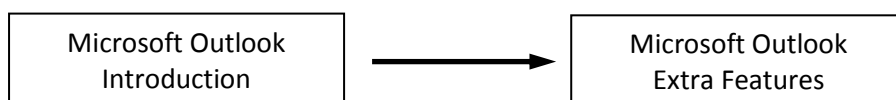
Audience

You're someone who is comfortable using the main features of Outlook, but now you want to explore some advanced features to get the most out of the program. Folders have been set up in your Inbox into which you are filing specific emails, but you now want to file specific topics automatically or forward them to another member in your organisation. Your hours of work are not standard and you want your calendar to reflect the different start and finish times. Whilst being efficient when filing emails, sometimes you may need to action something specifically in a certain time frame and be automatically reminded of that. Expand the use of your contact database by sorting your contacts into categories – this will enable you to target specific contacts within a Word Mail Merge. Keep up to date with current information by subscribing to RSS feeds. These extra features will improve the efficiency of your day to day tasks.

Duration

3 hours

Prior Learning Segment



You must be able to navigate efficiently within Outlook and have the skills stated in the learning outcomes for Ripped Orange's Microsoft Outlook - Introduction course.

Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

Key Learnings

- Managing Mailbox Rules
- Follow up Options
- Creating Contact Categories
- RSS Feeds
- Working with Electronic Business Cards
- Customise your Calendar, Inbox and To Do Bar

Learning Outcome(s)

At the end of the course you will have the knowledge necessary to develop skills with Outlook enabling you to utilise the extra features to increase your efficiency within the program on a day to day basis.

Next Learning Segment

