

## Microsoft Outlook – Collaborating Effectively

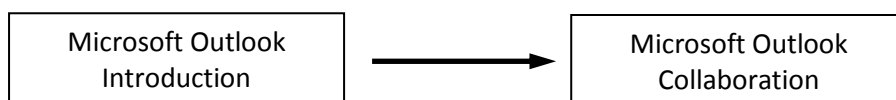
### Audience

You are someone who has been using Outlook to send emails and create appointments and meetings for yourself, but you now need to send emails on behalf of someone else or access another user's calendar and organise appointments or meetings on their behalf. Management of your daily/weekly tasks has now become important and you may even need to forward those tasks to another colleague to be completed, but be able to track the task progress. You have already set up a standard message when you away from the office, but you would like to customise different messages for internal and external use. Within this course you will discover the tools that will enable you to collaborate at a more effective level with other users in your organisation.

### Duration

2 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

- Sharing Calendars, Contacts, Mailboxes
- Creating and Assigning Tasks
- Advanced Out of Office Assistant options
- Smart ways to print your Calendar
- Overlaying Calendars
- Creating your own Calendar

### Learning Outcome(s)

At the end of the course you will have the knowledge necessary to develop skills with Outlook enabling you to access and share Calendars, Contacts and Mailboxes, create and assign daily or weekly tasks as well as monitoring the task progress and manage Out of Office Assistant in different ways.

### Next Learning Segment

