TIME EFFICIENCY IN OUTLOOK 2007/2010

Available Dates: **Call for Availability**
Class Length: **1/2 day**
Cost: **$109**
Email Computer Visions about this class

Class Outline:

Description:

This course, part of our Three Hour Course series, focuses on staying organized in Outlook 2010 to maximize your time and efficiency. Utilize the many features in Outlook to best plan, schedule, and account for your time. Learn shortcuts to make your everyday tasks simpler.

Table of Contents:

Topic 1: Organizing with Folders
Creating Account Folders
Creating Personal Folders
Creating a Functional Folder Hierarchy

Topic 2: Using the To Do Bar
Scheduling your day
Seeing your Daily Task List on your Calendar
Navigating your Calendar from any view

Topic 3: Using Categories and Organize feature
Organizing / Grouping Outlook Items by color category
Mail
Tasks
Contacts
Appointments

Topic 4: Automating your mail activity by Using Rules
Automatically flag messages
Move/Forward received messages
Automate e-mail filing

Topic 5: Integrating your calendar and tasks
See your Calendar and tasks together
Convert e-mails to task and Appointments