



Outlook – The Advanced User



Audience

For anyone who uses Outlook on a daily basis to communicate and manage their day

Outcomes

This course will save you hours of work through automating repetitive tasks, using advanced search tools and lots of keyboard short-cuts

Course Content

- Create Quick Parts to save email templates
- Set up & edit useful rules
- Add Quick Steps to automate repetitive actions
- Apply Conditional Formatting to colour code mail
- Find any mailbox item quickly
- Organise & manage calendars
- Calendar short-cuts and tricks
- Use Follow-up & delegate tasks
- Apply retention policies to folders
- Keyboard short-cuts and tricks

Duration

3 hours with lots of hands-on practical exercises

Price

£435 including the hire of 8 laptops

Includes

Full colour booklet to accompany the lesson