

## Training: Being organized and efficient with Outlook



BPC-136 2 Days (14 Hours)

### Description

Outlook's many features allow you to better organize your work and gain professional efficiency. You will improve your management of information, time, tasks and discover the associated dashboards.

### Who is this training for ?

#### For whom

All audiences.

#### Prerequisites

Daily practice of Outlook email.

### Training objectives

- Discover the features that make Outlook strong
- Improve email management
- Manage contacts more effectively
- Optimize time management: calendar and task tracking
- Professionalize email writing
- Manage projects and follow up with dashboards

### Training program

Comprendre la mécanique d'Outlook et sa richesse fonctionnelle

- Understand the key features of Outlook.
- Understand the interoperability between the four components of Outlook: mail, contacts, calendar and tasks.
- Fix the most common defects: multiplicity of email folders, errors in contact information.

## Optimiser l'utilisation de la messagerie électronique

- Know the key functions of Outlook email: multiple email addresses, virtual folders...
- Simplify the management of your email folders and personalize their display.
- Use the Outlook engine to find your emails.
- Professionalize the writing of your emails: add a signature, insert html links...
- Optimize the sending of attachments .
- Create and manage your email archives.

## Améliorer la gestion des calendriers

- Know the key points of managing an appointment with Outlook.
- Create an appointment from an email.
- Manage appointments different types of events: meetings, trade shows/professional events, school holidays, birthdays...
- Use multiple calendars.
- Share calendars.
- Optimize the management of recurring appointments.
- Configure calendars and their confidentiality levels.

## Gérer plus efficacement les contacts, les tâches et les tableaux de bord

- Understand the importance of the contacts directory.
- Enter your contacts correctly and precisely.
- Configure the display of contacts.
- Distinguish and use static mailing lists and dynamic mailing lists.
- Manage projects with associated contacts.
- Effectively use task management features: email tracking , contacts...
- Delegate tasks.
- Effectively monitor your tasks using the three Outlook dashboards.