

Webinar on

Outlook - Master Your Mailbox - Inbox Hero Inbox Zero

Learning Objectives

- *Configure Outlook for distraction-free productivity*
- *Creating Rules to automate email processing*
- *Creating Quick Steps to automate a series of actions*
- *The 4 D's of email management and how to apply them*
- *Converting emails into actionable to-do items*
- *Converting emails into calendar appointments*
- *Categories v Folders: What's the difference and what are the pros and cons of each?*



Attend this training if you want to take control of your Outlook mailbox rather than letting it control you!

PRESENTED BY:

Mike Thomas has worked in the IT training business since 1989. He is a subject matter expert in a range of technologies including Microsoft Office and Apple Mac. In 2012 Mike founded theexceltrainer.co.uk where he has produced nearly 200 written and video-based Excel tutorials.

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

Webinar Description

For most business users (and many home users too), Microsoft Outlook has become the standard application for managing emails, calendar appointments, and to-dos. With an abundance of features and versions for desktop and mobile, there's really no excuse not to be organized. Or so the theory goes.

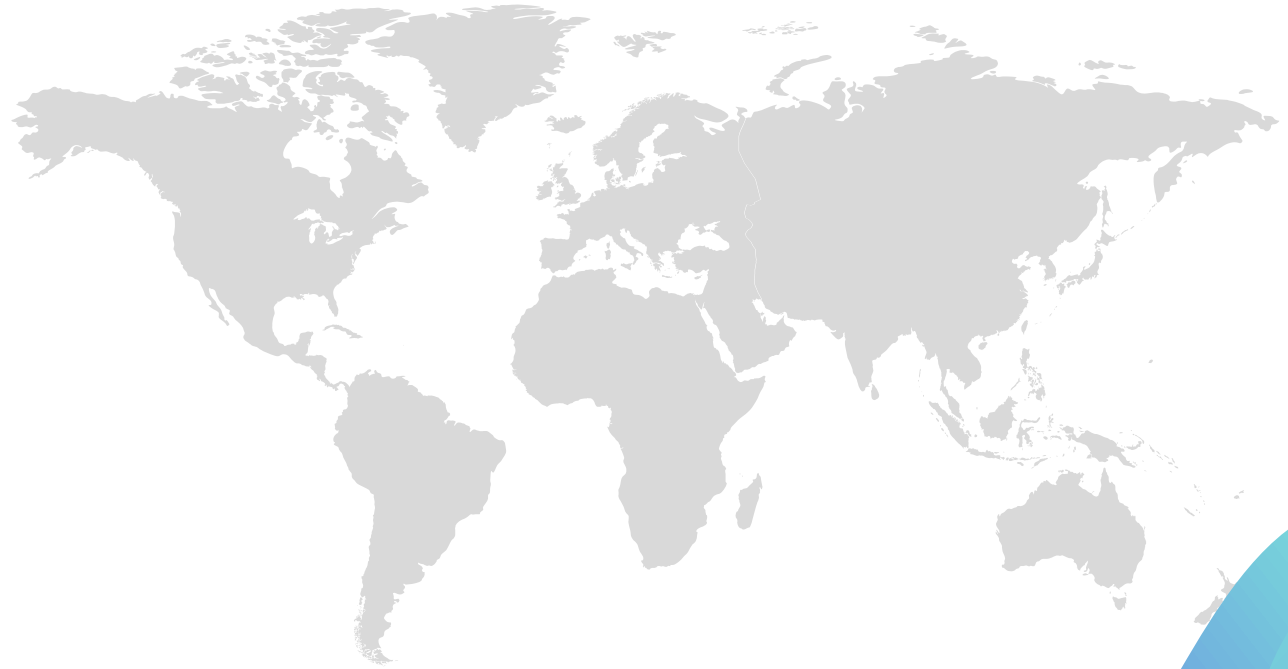
With the average office worker receiving over 100 emails per day, the reality for most people is email overload, missed deadlines and calendars so full you have no room to stop, take stock and smell the roses (as the saying goes).



Who Should Attend ?

This introductory-level session is aimed at anyone who uses Microsoft Outlook and is looking for a way to get back those precious hours!

The training will be delivered using the latest version of Outlook although much of the functionality is available in earlier versions of the application.

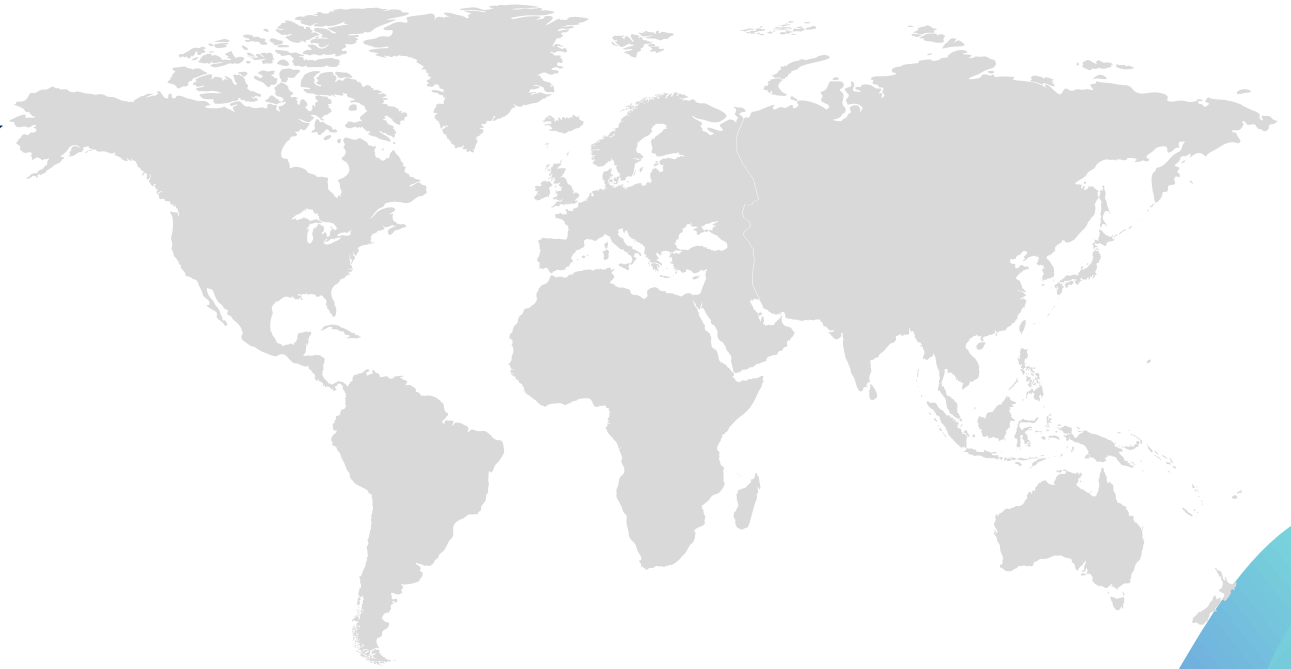


Why Should Attend ?

You're probably reading this thinking "I use Outlook every day. I know how to send and receive emails. What more is there to learn?"

But just stop and think. How much time are you wasting searching for information stored in Outlook? Could your mailbox be better organized? Is your inbox out of control? Are you drowning in a sea of emails?

Attend this training if you want to take control of your Outlook mailbox rather than letting it control you!



To register please visit:

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