

*Webinar on*

# **Outlook Best Practices: Get Organized With Microsoft Outlook**

# • Areas Covered

- How to create and use an Outlook "To-do" list*
- How to easily build your contacts list*
- How to keep your notes and ideas in email folders*
- Tricks for automating your emails, Calendar tricks that save you time*
- Creating and using Folders to help you organize better*
- Creating Rules to automatically handle emails, Mail Merge with your Contacts*
- Flagging Emails for Follow, Sorting and Filtering Emails*



This 60 minute Get Organized with Outlook session will encourage and enlighten Outlook users on how to use Microsoft Outlook to more confidently and efficiently organize their information and commitments.

**PRESENTED BY:**

*Tom Fragale is a computer professional with over 30 years of professional experience. He is a Microsoft Certified Trainer, and a Microsoft Certified Expert in Excel. His topics of expertise include Access, Excel, Word, PowerPoint, Outlook, Crystal Reports, SQL Server, Visio, QuickBooks, and SharePoint, among others.*

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

# Webinar Description

This 60 minutes Get Organized with Outlook session will encourage and enlighten Outlook users on how to use Microsoft Outlook to more confidently and efficiently organize their information and commitments. Participants will learn smarter tips, tricks, and systems to better manage their tasks, follow-ups, contacts, notes and calendar items. Don't worry, this is not a boring computer class (you'll have fun!) and you get my no tech-talk guarantee!



# Who Should Attend ?

*Business owners, CEO's / CFO's / CTO's*

*Managers of all levels*

*Anybody with large amounts of data*

*Anybody who uses Word on a regular basis, and wants to be more efficient and productive*

*Accountants and Auditors*

*Secretaries, Admins, Managers, CPAs and Controllers*

*Financial Consultants, IT Professionals and Human Resource Personnel*

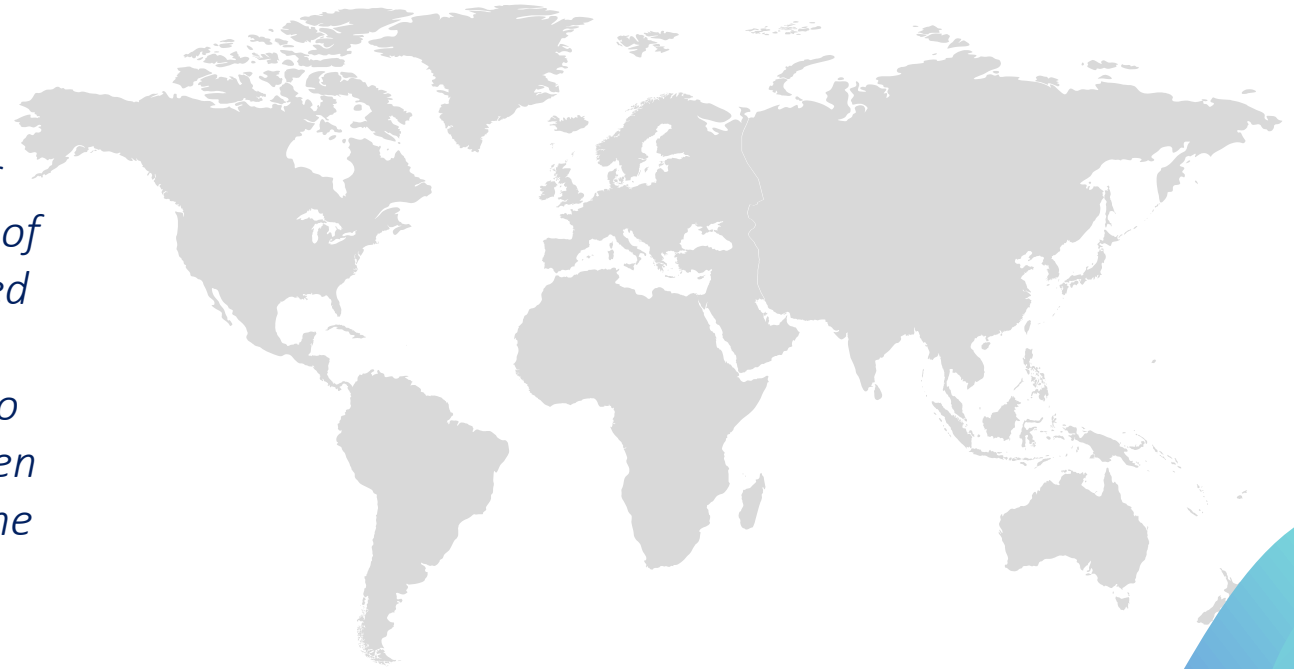
*Bookkeepers, Marketers and Writers, People who need to type documents*



# Why Should Attend ?

*Microsoft's Outlook is an irreplaceable tool for countless organizations and a veritable legion of people around the globe—but it's not a beloved one by any stretch. Nobody actually enjoys sifting through a stuffed inbox or responding to meeting requests all day long; you want to open your inbox, do what you need to do, and get the heck out as fast as possible.*

*That's where these Outlook organizational best practices come in. Adopting the best practices will make diving into your inbox less painful—and far less time-consuming.*



To register please visit:

**[www.grceducators.com](http://www.grceducators.com)**  
**[support@grceducators.com](mailto:support@grceducators.com)**  
**740 870 0321**