

Microsoft Outlook™ & Email Management

This session is designed for everyday users of Microsoft Outlook™. It assumes all attendees can send and receive email, file emails and attach files to emails.

Topics include:

- Tips & Shortcuts to fast track email sending, processing, responses and follow up.
- Outlook Automation tips including repetitive emails, Quick Steps and Rules
- Email signatures
- Set up tips that Microsoft's own staff use to increase productivity with Outlook.
- Tips on managing folders
- Donna's Email SOS strategy to reduce email volume
- Calendar and task tips
- Shortcuts for managing contacts
- Tips on using Tasks in Outlook