

# Productivity Series - Outlook 2013

## Tips and Tricks

30 day availability



### Premier Webcast

#### **Target Audience:**

*Want to be better and faster with Outlook? Then this webcast subscription is perfect for you. This course is an intermediate course for Outlook 2013, It is targeted toward almost anyone: people who are administrative assistants and office managers, to IT staff, to executives—almost anyone really.*

*If you want to be faster and quicker with Outlook, come join us!*

## Overview

This Productivity Series offering allows the user to logon to the 90 minute webcast session throughout a one month availability. Access starts on the 1<sup>st</sup> day of the month and expires on the last day of the month.

Ready for something a little different? This 90-minute webcast will show you a bunch of tips and tricks in Outlook 2013. You'll walk away empowered; no longer a "slave to email."

We'll cover the main areas of Outlook so that you can whip through email, stay in control of your calendar, and organize your contacts. We'll also cover ways to work with other technologies, like SharePoint and OneNote.

### Key Features and Benefits

Each module is organized by a major area or feature of Outlook 2013. In the Mail area, we'll teach you how to be more efficient at triaging email by using categories, rules, Instant Search, and more.

In the Calendar area, we'll show you how to manage more than one calendar. We'll also show you some tips on setting up meetings and taking notes.

In the Contacts area, we'll show you how you can see Facebook and LinkedIn right inside Outlook.

We'll also step a bit outside of Outlook too, and show you how to use other technologies like SharePoint libraries, and site mailboxes.

### Highlights

After completing this course, you will be able to:

- Work through email faster and more efficiently.
- Manage your time and meetings with ease.
- Track contacts inside your company, and outside your company.
- Learn how to use Outlook with other programs like SharePoint, OneNote, and more.

## Software Requirements:

*Outlook 2013 will be used and demonstrated during this webcast. Although many of our tips and tricks may work in earlier versions, it is not guaranteed and we recommend having the latest version: Outlook 2013.*

# Syllabus

Students should anticipate consistent to be covered in this webcast.

**Module 1: The top 10 tips you must walk away with:** We'll start off with our top ten recommended tips for Outlook 2013.

**Module 2: Tips for working with email:** In this module, you'll use a variety of tools to take charge of your inbox and get actual work done. From understanding conversation view, to using categories, color coding, flags, and other views.

**Module 3: Tips for searching:** We'll give you some tips on how to find that one email message in the haystack--as fast as possible.

**Module 4: How to use rules:** In this module, we'll go over Outlook rules. We'll start with simple and work our way up to more advanced rules.

**Module 5: Tips for managing your calendar:** Manage your work calendar. Manage your home calendar. Manage both of them at the same time, even if your family uses other calendars from Google, and so on. We'll also go over tips for running effective meetings.

**Module 6: Tips for managing contacts:** Let's get down to the bottom of the "People" area of Outlook. We'll go over contact management, sharing contacts, and social connections.

**Module 7: Delegate access:** We'll introduce you to the concept of delegate access. Delegate access is a way for someone to manage someone else's calendar. For example, when an administrative assistant needs to manage a boss's calendar or email.

**Module 8: Using Outlook 2013 with other products and technologies:** We'll start with SharePoint. We'll teach you how to stop attaching file, and instead, teach you how to store and link to files on SharePoint. We'll also cover site mailboxes as well. If there's time, we'll go over other areas too like integration with OneNote and RSS.