



# Time Management with Microsoft Outlook

Full Day Course  
9:00am – 4:00pm



# Course Details:

## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

## Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

## Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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Last Updated: Jan 2008  
PDTM04

## Duration:

1 Full Day

## Who should attend:

Ideal for a person looking for better strategies and ideas to manage their time. This course is highly useful for those seeking to become more familiar with the functionality of Microsoft Outlook and in particular, it's effectiveness as a time management tool. At the conclusion of this course, participants should be aware of practical time management strategies as well as a greater understanding of the capacity of Microsoft Outlook and how to apply this knowledge in their personal and professional lives.

## Course Pre-requisites:

Participants should be familiar with working in a Windows environment and have a general basic understanding of Outlook.

## Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Outlook application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Outlook Introduction
- Microsoft Outlook Intermediate
- Microsoft Outlook Advanced
- Project Management

# Topics Covered:

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This course focuses on the practical use of MS Outlook as a tool of successful time management. Topics to be covered in this course include:

## Introduction to Time Management:

- Overview of the key strategies of effective time management – self analysis, prioritization, managing workflow, delegating
- Organize e-mail more easily - applying rules
- Flag it, file it, find it faster - search folders etc
- Breeze through e-mail in Reading Pane - customising & grouping
- Customising the calendars for time efficiency
- Managing and prioritising tasks easily

## Task Requests

1. How Task Requests Work
2. Creating a Task Request
3. Responding To a Task Request
4. Completing a n Assigned Task
5. Updating Your Task Request

## Organising Messages

1. Finding Messages
2. Performing an Advanced Find
3. Assigning Categories to Messages
4. Finding Messages by Categories
5. Using a Search Folder
6. Creating Your Own Search Folders
7. Creating a Message Folder
8. Moving Folders
9. Deleting Message Folders
10. Recovering Deleted Folders
11. Sharing Folders
12. Accessing Shared Folders
13. Disabling Shared Folder Access
14. Working with Message Views
15. Creating a Custom Message View
16. Creating a Message Filter
17. Creating a Message Rule
18. Archiving Messages

## Scheduling Meetings

1. Scheduling a Meeting
2. Responding To Meeting Requests
3. Meeting Response Options
4. Tracking Meeting Responses
5. Planning a Meeting
6. Responding To a Meeting Request
7. Cancelling a Meeting
8. Responding To a Meeting Cancellation
9. Viewing Calendars of Other Users
10. Saving a Calendar as a Web Page

## E-mail Techniques

1. Recalling a Sent Message
2. Printing a Message
3. Printing the Message List
4. Making Word the E-Mail Editor
5. Formatting Messages as Rich Text
6. Formatting Messages as Plain Text
7. Formatting Messages as HTML
8. Formatting E-mail Messages
9. Choosing Stationery
10. Choosing a Message Theme
11. Saving a Message Draft
12. Using a Saved Message
13. Sending a Voting Message
14. Receiving a Voting Message
15. Configuring Send and Receive

## Managing Contacts

1. Importing Contact Information
2. Organising Contacts with Views
3. Creating a Custom View
4. Setting Contact Activity Options
5. Entering Contact Encounter Details
6. Recording Timed Encounters
7. Reviewing Contact Encounters
8. Sending Email to a Contact
9. Adding a Contact from an Email
10. Creating a Distribution List
11. Using a Distribution List
12. Using a Partial Distribution List

## Appointments & Events

1. Using a Specific Calendar
2. Scheduling an Appointment
3. Scheduling an Appointment from the Menu
4. Rescheduling an Appointment to another Day
5. Rescheduling an Appointment to another Time
6. Creating Recurring Appointments
7. Scheduling an Event
8. Deleting Appointments and Events
9. Organising Your Appointments
10. Printing Your Calendar
11. Specifying the Work Week
12. Labelling Appointments
13. Sending a Blind Copy

