



The Office Wiz

Training, Consulting and Support Services

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COURSE DESCRIPTION FOR MICROSOFT® OFFICE OUTLOOK'S® EMAIL – TIPS & TRICKS*

Take your email from ordinary to extraordinary. In this hands-on two hour workshop, you will learn how to design your own personalized stationery and signatures, set reminders for follow up, create distribution lists, and work with attachments and pictures. You will also discover valuable time-saving tips to keep your inbox organized and efficient.

LENGTH

One two hour session.

PREREQUISITES

You need little experience with Outlook. You should be familiar with the Outlook Navigation Pane and sending emails. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

NECESSARY SOFTWARE AND HARDWARE

For specific software and hardware requirements, refer to the Level 1 class description for your version of Outlook. Basically you need a computer running Windows and Outlook with a mouse and a keyboard.

OTHER OUTLOOK CLASSES

- Microsoft Office Outlook 2010: Transition From Outlook 2003
- Level 1
- Level 2
- Level 3
- Calendar Tricks
- Contact Management
- Tracking Client Communications - Microsoft Outlook's Journal
- Outlook In The Law Office
- Keep Track Of Tasks
- Keystroke Mania
- Managing Meetings
- Organizational Tricks For Busy People
- Put Your Inbox On A Diet
- A Refresher

*Actual content may vary depending on the version of Microsoft Outlook.

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