



The Office Wiz

Training, Consulting and Support Services

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COURSE DESCRIPTION FOR MICROSOFT® OFFICE OUTLOOK®: MANAGING MEETINGS*

Whether you are the arranger of meetings or a meeting attendee, this class is an essential. We'll start with tricks to help you coordinate multiple calendars, take you through inviting others to meetings, tracking responses and handling the inevitable re-scheduling. With Outlook as your partner, you will easily manage meetings.

LENGTH

One 1 hour session.

PREREQUISITES

Microsoft Outlook: Level 1 or equivalent knowledge. You should also have a good understanding of basic Microsoft Windows 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
- Outlook's Email – Tips & Tricks
- Outlook In The Law Office
- Keep Track Of Tasks
- Keystroke Mania
- Organizational Tricks For Busy People
- Put Your Inbox On A Diet
- A Refresher
- Tracking Client Communications – Microsoft Outlook's Journal

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

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