



The Office Wiz Training, Consulting and Support Services

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COURSE DESCRIPTION FOR MICROSOFT® OFFICE OUTLOOK®: PUT YOUR INBOX ON A DIET*

Is your inbox bloated and in need of a diet? A fat inbox isn't just an inconvenient time-waster, it can turn Outlook into a lazy slow slug. There's good news—you can get your inbox in tip-top shape in no time and still have treats! We'll start with tackling folders, cleanup and organizational tricks and tips to keep your inbox trim and efficient. Take the first step to a clutter-free inbox by attending this helpful workshop.

LENGTH

One 45 minute session.

PREREQUISITES

Microsoft Outlook: Level 1 or equivalent knowledge. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

- Assessing your size
- Using the mailbox cleanup tool
- Tips for quick clean up
- Creating rules
- Archiving
- Tricks for staying slim

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

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

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Microsoft® Office Outlook®:
Put Your Inbox on a Diet
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- Calendar Tricks
- Contact Management
- Outlook's Email – Tips & Tricks
- Outlook In The Law Office
- Keep Track Of Tasks
- Keystroke Mania
- Managing Meetings
- A Refresher
- Tracking Client Communications – Microsoft Outlook's Journal