



The Office Wiz Training, Consulting and Support Services

(303) 330-0565
Theofficewiz@prodigy.net
www.theofficewiz.biz

COURSE DESCRIPTION FOR TRACKING CLIENT COMMUNICATIONS – MICROSOFT® OUTLOOK'S® JOURNAL*

Can you remember all the details of your day? Outlook's Journal can. It is a powerful "daily log" that works in conjunction with Contacts and all the other pieces of Outlook. Let it automatically record your emails, tasks and appointments with your contacts. You can manually record phone calls, conversations, written correspondence as well as track documents you create. All your entries are organized in one location, just a mouse click away. Don't sweat the details—Outlook can handle them!

LENGTH

One four 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
- Outlook's Email – Tips & Tricks
- Outlook In The Law Office
- Keep Track Of Tasks
- Keystroke Mania

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

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- Managing Meetings
- Organizational Tricks For Busy People
- Put Your Inbox On A Diet
- A Refresher