

How to become more effective in Outlook

Category: Microsoft Office, Microsoft Outlook

Outlook Emails

- Create Views to Search and Organise Data
- Selection Shortcuts for highlighting Emails
- Advanced Email Options
- Flagging Emails
- Outlook Tasks

Using your calendar

- Viewing your calendar
- Day, week and month view
- Creating appointment
- Setting reminders
- Categorising your appointments
- Setting up recurring appointments

Planning and Organising Meetings

- Creating a meeting
- Inviting attendees
- Using the schedule feature
- Scheduling resources
- Responding to meeting requests
- Managing meeting request responses

- Arranging meetings with calendar groups
- Calendar Categories

About SquareOne

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training solutions, individuals are able to gain lifelong skills and realise their full potential whilst clients achieve their corporate goals.

Course Objectives

This half day course is designed to teach delegates to search and manage their mailbox, flag emails and create tasks, use and organise share their calendars in Microsoft Outlook so that they can become increasingly organised and efficient.

Course Duration

Half day.

Training Format

This course can either be delivered as a short course in half a day or as a seminar.

Classroom Training – Small groups of people using their own PCs or Laptops – or these can be provided by SquareOne at an additional cost. Sessions to be 3 hours in length.

Seminar Format – Maximum of 100 delegates. This seminar will be delivered by a trainer as a demonstration. Session can last between 60 minutes to 90 minutes. If this is to be delivered to small groups then this can be repeated up to 3 sessions per day.

Course Dates

[View our full course schedule here.](#)

Training Locations

Our scheduled open classroom courses are held in Merseyside where we have state of the art training facilities. We also provide in-house training solutions at your office in any location in the UK or Europe. We frequently deliver training in Liverpool, Wirral, Blackpool, Manchester, London, Chester, Warrington, Leeds, Cardiff, Birmingham, Edinburgh, Bristol, Sheffield, Glasgow, Leatherhead and Aberdeen as well as in European countries such as France, Switzerland, Germany, Sweden, Norway and Ireland.

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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