



# Timemanagement with Outlook 365

Paperless working, digital thinking: the training 'Timemanagement with Outlook' brings you in one day completely up to date with the possibilities that technology offers to work more efficiently. It concerns a unique training where you learn to handle the program Outlook.

Some key points:

- Proven effective as also recommended by Microsoft
- Timemanagement according to "Getting things done" with the help of Outlook
- Task management according to "Master your workday" with the help of Outlook

## Training duration

This one day training consists of 6 effective teaching hours.

## Target audience

If you regularly have to use Outlook O365 for your work you can save a lot of time when you master the program well.

## Entry level

You can participate in the training if you have some experience with Word and the operating system Windows.

## Content

### Exploring outlook

- Differences compared to Outlook Classic
- From the tab File to Settings The ribbon
- Alternative for toolbar Quick access
- The new Navigation links
- Search bar for functions
- Personalize via Settings

### E-mail

- Netiquette, Communication pyramid. "Choose your medium carefully." Recognizing symbols in the new view
- Sorting and grouping via column headers or search queries
- Quick steps via Automate
- Rules via 3 dot menu
- Use of Sweep and Ignore Conversation
- Convert e-mail to appointment or task via 3 dot menu

### Extensive possibilities for the sender

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- More message options
- Viruses and unwanted messages
- Signature
- View of messages
- Layout and spelling of a message
- Inserting text from another program

### Agenda

- Split view
- Adding meetings
- Setting up recurring meetings
- Sharing calendar
- Extra options for Outlook on web

### Tasks (microsoft to do)

- From Tasks to To Do
- Creating tasks from mail
- Managing task details in To Do and Planner
- Synchronization between personal and shared tasks

### Practical tips to work even faster

- Key combinations
- Refining search criteria
- Connection with other programs (OneNote / To Do)

### Finally

During the entire training there is room to practice, ask questions in between, you learn tricks and you get examples from practice.