



Office Productivity Training

Helping your employees work smarter, not harder

Outlook Productivity Tips

Module 1

- Opening the Calendar in a Different Window
- Sorting Finding and Filtering Messages
- Flagging Messages
- Conditional Formatting
- Handling Junk Mail
- Organizing with Folders and Search Folders

Module 2

- Working with Reference Folders and Categories
- QuickSteps
- Turning Off Email Notifications
- Setting Reoccurring Appointments
- Working with Conversations
- Customizing Views
- Ignoring Conversations
- Turning Emails into Tasks or Appointments
- Assigning Tasks to Other Users

Module 3

- Working with Calendar and Task Views
- Grouping Calendars

Module 4

- Reply with Meeting
- Send to OneNote
- Delaying Email Delivery
- Using Voting Buttons
- Quick Parts