



# Office Productivity Training

*Helping your employees work smarter, not harder*

## Microsoft Outlook

### Calendar & Tasks

#### Module 1

- Working with the Calendar
- Adding Appointments
- Adding Reoccurring Appointments
- Sharing your Calendar
- Scheduling Meetings
- Working with Events

#### Module 2

- Working with Notes
- Working with Tasks
- Working with Task Views
- Updating Tasks

#### Module 3

- Setting Outlook Options