

Office Productivity Training

Maximize Productivity with the New Outlook Interface

Unlock the full potential of the new Outlook app with this comprehensive overview course designed to streamline your email, time, and task management. In this interactive session, you'll discover the latest updates and features that make Outlook an indispensable tool for productivity and organization.

Requirement: Participants must have switched to the new Outlook interface prior to attending this course.

Learner Outcomes:

- Gain familiarity with the new Outlook interface.
- Customize your inbox view for better efficiency.
- Explore new email attachment and image options.
- Learn to add polls to emails for quick feedback.
- Collaborate seamlessly with Loop Components.
- Master the Schedule and Send feature.
- Undo sent messages with ease.
- Pin important emails for quick access.
- Clean your inbox effortlessly with Sweep.
- Utilize advanced filtering, sorting, and searching tools.
- Apply conditional formatting to your inbox.
- Organize and locate messages using categories.
- Create Quick Steps for repetitive tasks.
- Snooze messages to address them later.
- Integrate My Day and To Do for effective task management.
- Discover calendar tips and tricks.
- Leverage OneDrive integration for file management.
- Work efficiently with Groups and Chat.

Course Length: 2 hours