COMPUTER SOFTWARE TRAINING .com
VIRTUAL-CLASS WEBINARS | ON-DEMAND VIDEOS | ON-SITE CLASSES

Manage your contacts, calendar meetings and appointments, tasks and notes using these powerful tools. Start by exploring your organization's global address book as well as your personal contacts people list. Learn how to add appointments and set up meetings with others. Understand how to accept or decline a meeting request. See how to share your calendar or view other people's calendars, with or without their permission. Learn how to create tasks and to-do's for yourself or create and track for others. Organize your thoughts with notes.

USING THE GLOBAL ADDRESS BOOK

- Address Book versus People Contacts.
- Find Member Recipients.
- Send E-Mails to People Directly.
- Copy Members into People Contacts.

CONTACTS PEOPLE LIST DATABASE

- Add Contacts to the People List from Scratch.
- Add Contacts from E-Mail Information.
- Import Contacts from an Outside File Source.
- Create Contact Groups That Represent Many.
- Create Additional Contact People Lists.
- Use the People Contact List as a CRM.
- Share Your Contact People Lists with Others.

CREATING AND SENDING AN E-MAIL MAIL MERGE

- Generate Personalized Mass E-Mail Messages.
- Use Outlook People Contacts for the Recipients.
- Generate a Snail-Mail Mail Merge.

CUSTOMIZE STARTUP AND CALENDAR OPTIONS

- Customize the Outlook Today Welcome Page.
- Customize Calendar to Fit Your Work Hours.
- Meeting Preferences and Preferred Holidays.
- Change the Display Options and Calendar Color.
- Add Additional Time Zones Along Side Yours.
- Set System to Automatically Accept Meeting.

CALENDAR VIEWING

- Daily, Weekly, Monthly & Schedule View Layout.
- Create Customized Views for That Perfect View.
- View Calendar as a List.
- Send Calendar Information in an E-Mail.

MANAGING MULTIPLE CALENDARS

- Create an Additional Personal Calendar.
- Display Limited Busy/Free Schedules of Others.
- Alter Calendar Coloring for Clearer Recognition.
- Multiple Calendars, Side-By-Side and Overlaid.
- Create Calendar Groups for Better Visual Org.
- Sharing Your Calendar and Setting Permissions.
- Display Calendars of Those Who Granted Access.

FOLDER DELEGATION (SHARE)

- Effectively Delegate Access to your Folders.
- Specifying Permission Access at All Levels.

SCHEDULING APPOINTMENTS

- Schedule an All-Day or Multi-Day Appointment.
- Schedule a Date-Time Specific Appointment.
- Add Body Text, Tables, Graphics and Diagrams.
- Attach or Link Files Related to the Appointment.
- Apply Options Like Color, Importance and Status.
- Set Pop-Up Alerts to Trigger as a Reminder.
- Scheduling a Recurring Appointment.
- Reschedule an Appointment.

FREE/BUSY BLOCK SCHEDULING

- Learn How to Indicate Your Desire Not to be Scheduled using Settings Like "Busy", "Working Elsewhere" and "Out of the Office".
- Schedule a Recurring Block on a Daily, Weekly and Monthly Basis.

SCHEDULING MEETINGS

- Schedule an All-Day or Multi-Day Meeting.
- Attendees as Required, Optional or Resources.
- Check Whether Attendee is Available or Not.
- Use "Room Finder" Location Tool to Find Rooms.
- Consider Alternative Schedules for Conflicts.
- Attach or Link Files Relevant to the Meeting.
- Apply Options Like Color, Importance and Status.
- Set Pop-Up Alerts to Trigger as a Reminder Prior.
- Reschedule or Cancel a Meeting and Send Schedule Updates to All Recipients.
- Schedule a Recurring Meeting.
- Track and Summarize Meeting Responses.

RESPONDING TO MEETING REQUESTS

- Responding to a Meeting Requests – Accept, Decline and Tentative.
- Setting a Pop-Up Reminder on Your Meetings.
- Display a Listing of the Meeting's Attendees.

MANAGING TO-DO TASKS

- Create a Task to Yourself and Set a Due Date.
- Mark Tasks Complete Upon Finishing Them.
- Create a Task and Assign it to One Person.
- Track Task Progress on the Task Pane.
- Send an Update on Your Assigned Tasks.
- Create a Task and Assign it to a Group.
- Add Pop-Up Reminders to All Tasks.

MANAGING NOTES

- Create and Color-Code Notes to Yourself.
- Forward a Note to Other Users in or Out.
- Print Your Notes on Paper or as a PDF.