



Microsoft Outlook Level 2 Course

Part 1

Tuesday, June 11
11:00 AM – 12:30 PM
Via Zoom

This course will delve deeper into the functionalities of Microsoft Outlook, empowering participants to streamline their communication, organization, and task management processes. In this session, Microsoft Master Instructor, JoLynn Rihn, will cover a brief overview of Outlook Level 1 basics and then provide comprehensive instruction and hands-on exercises for participants to gain proficiency in managing emails through advanced techniques such as navigating peeks, cleaning up email threads and optimizing communication efficiency with advanced message properties, Quick Steps and Quick Parts.

Part 2

Tuesday, June 18
11:00 AM – 12:30 PM
Via Zoom

In this session, Microsoft Master Instructor, JoLynn Rihn, will cover organization techniques such as categorizing items and managing junk mail effectively. Participants will have the opportunity to hone their search skills for efficient information retrieval. Furthermore, the session will cover calendar mastery, scheduling efficiency, task management, contact optimization, and mailbox size optimization to ensure participants can maximize their productivity and efficiency within Outlook.