

OUTLOOK COURSE BEYOND THE BASICS

Join us for our Outlook training led by Microsoft Master Instructor Jolynn Rihn. This session begins with a brief review of Level 1 fundamentals before moving into advanced Level 2 tools and best practices.

FRIDAY, APRIL 17

11 AM - 1 PM PST

VIA ZOOM

You will learn how to organize mailbox folders, use Clean Up options, create and apply Quick Steps to save time, work with Outlook rules, and effectively share and manage calendars and tasks versus To Do's.

LEARNING OBJECTIVES:

Peeks & Navigation

Email Management & Cleanup

Quick Actions & Organization

Message Options

Junk Mail & Rules

Search Tools

Calendar Management

Tasks

Contacts (People)

Mailbox Optimization