

# Course : Being organized and efficient with Outlook

version 2016/2013/2010

Practical course - 1d - 7h00 - Ref. OOL

Price : 450 € E.T.

★★★★☆ 4,5 / 5

Learn how to organize your work efficiently with Outlook. This one-day training course will help you manage your emails, calendars, tasks and contacts, automate your actions and structure your priorities for greater day-to-day productivity.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✔ Structure and organize your Outlook environment for greater efficiency.
- ✔ Manage email proactively and hierarchically.
- ✔ Plan and monitor your activities with the calendar and tasks.
- ✔ Centralize your contacts and use them as a productivity lever.
- ✔ Use collaborative tools to better manage time and priorities.

## Intended audience

All audiences.

## Prerequisites

Daily use of Outlook e-mail.

## Practical details

### Hands-on work

Discussions, experience sharing, demonstrations, tutorials and case studies.

### Teaching methods

Active pedagogy based on examples, demonstrations, experience sharing, case studies and assessment of learning throughout the course.

## Course schedule

### PARTICIPANTS

All audiences.

### PREREQUISITES

Daily use of Outlook e-mail.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

## 1 Organize your messaging for greater efficiency

- Mailbox settings (display, ribbon, favorite folders).
- Understand the logic of the Priority Inbox.
- Create rules, categories, indicators and Quick Steps to automate management.
- Quickly search for a message or contact.
- Create and manage email archives.

### Storyboarding workshops

Implementation of a personalized, automated filing system.

## 2 Manage your time with the calendar

- Create recurring appointments, meetings and events.
- Plan according to participants' availability.
- Synchronize your calendar with other Microsoft applications.
- Use reminders, colors and multiple displays to optimize visibility.

### Hands-on work

Set up your messaging system and put into practice the different points seen above.

## 3 Manage priorities with tasks and follow-up

- Create and manage Outlook and To Do tasks.
- Turn an email into a task or reminder.
- Delegate and monitor progress.
- Use monitoring dashboards to manage your activities.
- Share calendars.
- Optimize management of recurring appointments.

### Hands-on work

Building a personal dashboard to monitor priorities.

## 4 Make the most of contacts and collaborative tools

- Manage contacts, mailing lists and groups.
- Integrate Outlook with Teams, OneDrive and Planner for seamless teamwork.
- Use sharing and delegation functions.
- Optimize the sending of attachments.

### Hands-on work

Create and share a team contact book.

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## Dates and locations

### REMOTE CLASS

2026 : 25 Mar., 27 May, 29 July, 30 Sep., 25 Nov.

### PARIS LA DÉFENSE

2026 : 27 May, 29 July, 30 Sep., 25 Nov.

### LILLE

2026 : 30 Sep.