

Course : Outlook 2019, be efficient with the most useful functions

Mail, contact and schedule management

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

Price : 520 CHF E.T.

This course will help you get to grips with all the tools offered by Outlook 2019. You'll learn how to manage your e-mails, file and search them efficiently, as well as manage your contacts, organize your appointments and plan your various activities.

Teaching objectives

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

- ✓ Customizing the Outlook environment
- ✓ Send emails
- ✓ Configure email reception, sorting and archiving
- ✓ Using advanced messaging rules and settings
- ✓ Manage tasks, calendar and contacts
- ✓ Personalize and customize your emails

Intended audience

All audiences.

Prerequisites

Basic knowledge of how to use a Windows environment.

Practical details

Hands-on work

Practical exercises, demonstration, exchange and sharing of experience.

Teaching methods

Active teaching based on practical exercises and evaluation throughout the course.

Course schedule

PARTICIPANTS

All audiences.

PREREQUISITES

Basic knowledge of how to use a Windows environment.

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.

1 Getting to grips with Outlook

- Get to grips with the working interface, the Ribbon and the Backstage menu.
- Customize the quick access bar and the appearance of the reading and navigation panes.
- Understand the principle of the "priority" and "other" inboxes.
- Activate the "priority" inbox and change the organization of your emails.
- Listen to your e-mails.
- Compose and format a simple message.
- Use semi-automatic address entry.

Hands-on work

Handle Outlook tools. Customize your interface. Create a simple email.

TERMS AND DEADLINES

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.

2 Sending, receiving and sorting emails

- Identify inbox symbols.
- Set message options and signature.
- Insert and load an attachment, signature, HTML link, element or object.
- Insert icons and scalable vector graphics files (SVG, shapes, 3D models...).
- Reply and transfer from the playback pane.
- Mark and display read and unread messages.
- Classify, create and manage files. Use search tools.
- Copy, move, archive and delete messages.

Hands-on work

Create a message, insert a link, signature, icons and SVGs. Reply and forward a message. Use the "quick search" bar and search folders.

3 Master advanced messaging management

- Create automatic message management rules.
- Use tracking indicators and color codes.
- Master the absence manager with targeted messages.
- Clean the mailbox.
- Get to know the quick functions "QuickSteps".
- Share an e-mail folder.
- Correct and check accessibility in the "Review" tab.

Hands-on work

Implement the absence manager. Conditional message formatting.

4 Manage your calendar, contacts, tasks and notes

- Customize calendar display.
- Create and manage contacts.
- Share a calendar.
- Schedule appointments and meetings (reminders, guests, time zones, etc.).
- Develop and assign a task.

Hands-on work

Organize a meeting, change time zones. Create and track a task. Create a contact, a distribution list, send a message to a list.

