

## ***„Microsoft Outlook – professional mail service and time organization”***

### ***Course description:***

MS Outlook training– professional mail service and time organization is addressed to people who want to start their adventure with professional work with the most famous mail program which is MS Outlook. The participants of this training do not need to have any knowledge of MS Outlook applications. Outlook training is run from scratch to advanced work techniques with calendars, address books, and mail.

### ***Skills acquired during the training:***

- o Working with a mail client (sending, receiving mail)
- o Mail accounts configuration
- o Contact management
- o Calendar management
- o Working with a task log and notes
- o Administration (backup, restoring program work)

### ***Training program:***

#### **1. E-mail**

- E-mail accounts configuration
- Sending and receiving messages
- Editing messages
- Filtering, searching, sorting messages
- Managing the mail messages that come to you
- Message views
- Folders and forward messages to the appropriate folders
- Creating signatures, rules, alerts

**2. Contacts**

- Creating and managing contacts
- Managing contact positions

**3. Calendar**

- Calendar configuration
- Events, Dates, Meetings
- Sharing your calendar and organizing a calendar for other people

**4. Log**

- Recording activities
- Types of log entries
- Configuration of automatic registration of different log entries
- Managing log entries
- Controlling the time of doing various activities

**5. Tasks**

- Assigning and performing tasks
- Sending a task status report
- Assigning recurring tasks
- Controlling the tasks in progress
- Cooperation with a log and controlling your activity time

**6. Notes**

- Making notes
- Organizing your notes
- Ordering your notes

**7. Outlook administration**

- Data archiving
- Data restoring

***Methodology:***

- PowerPoint mini lectures
- working on computers (each participant works on a separate computer)
- mini training videos

***Organizational information:***

Number of training hours: 7 hours / 1 day

Time of training 9:15-16:15

Place of training: Łódź, Piotrkowska 125 – KM Studio - trainings

