

The Outlook Efficiency Techniques class concentrates on how to use Outlook quickly and effectively or would like to become an Official Microsoft Certified Outlook Specialist. When you are finished with this class you will be able to cut off hours of repetitive work, set up rules and search folders to automate email management, manage your calendar and to do lists, manage huge amounts of email with ease, manage complex scheduling, organize all your contacts and track your correspondence. This class is perfect to those who know how to do the most basic emailing (reply and creating a new email) and to those wanting to learn the best way to organize all their contacts, emails, and tasks. It's great for anyone working in an office and who is in Outlook more than an hour a day.

The Outlook Specialist class is also designed to follow the official Microsoft Topic guide to passing the Outlook Specialists Certiport Exam. You will learn how to Customize Outlook, Automate Tasks, Print, Search, Format and manage Calendars, Contacts, Email, Tasks and Journals. We have the highest pass rate of any Outlook Specialist Training in NYC.

I. Customize Outlook settings

- 1) Customize the appearance of the program window
- 2) Configure program options
- 3) Set defaults for outgoing messages
- 4) Create and assign automatic signatures
- 5) Configure options for multiple accounts
- 6) Practice tasks

II. Automate Outlook

- 7) Automatically reply to messages
- 8) Automatically process messages
- 9) Create and manage Quick Steps
- 10) Practice tasks

III. Print and save information in Outlook

- 11) View and save messages and attachments
- 12) Print Outlook items
- 13) Practice tasks

IV. Search in Outlook

- 14) Search for items
- 15) Use Search Folders
- 16) Practice tasks
- 17) Objective review

V. Manage messages

- 18) Create messages
- 19) Create and send messages
- 20) Configure message options
- 21) Respond to messages
- 22) Delegate access
- 23) Practice tasks

VI. Format messages

- 24) Format text
- 25) Apply themes and styles
- 26) Apply styles
- 27) Create hyperlinks
- 28) Insert images
- 29) Manage schedules
- 30) Insert memorized content
- 31) Insert signatures
- 32) Practice tasks

VII. Organize and manage messages

- 33) Categorize messages
- 34) Flag messages for follow-up
- 35) Manage conversations
- 36) Organize messages in folders
- 37) Manage junk email
- 38) Practice tasks
- 39) Objective review

VIII. Create and manage calendars

- 40) Configure calendar settings
- 41) Work with multiple calendars
- 42) Share calendar information
- 43) Practice tasks

IX. Create appointments, meetings, and events

- 44) Create appointments and events
- 45) Create meetings
- 46) Manage calendar items
- 47) Practice tasks

X. Organize and manage appointments, meetings, and events

- 48) Configure settings for calendar items
- 49) Manage meeting options
- 50) Practice tasks

XI. Create and manage notes, tasks, and journals

- 51) Create tasks
- 52) Manage tasks
- 53) Create and manage notes
- 54) Create journal entries
- 55) Practice tasks

XII. Manage contacts and groups

- 56) Create and manage contacts
- 57) Create and modify contact records
- 58) Store contact records
- 59) Share contact records and address books
- 60) Practice tasks

XIII. Create and manage groups

- 61) Practice tasks