

Exploit Outlook 95 - 2003 for Your Business

How many emails do you have in your inbox? How often do you check your inbox? Do you use the calendar and task functions of the package? Can you find emails that were sent to you in the past? How much information do you keep about your contacts? This training will introduce you to some time management techniques exploiting the functionality of Microsoft Outlook 95 - 2003.

What is Covered?

We talk to you first to see how you currently use Outlook 95 - 2003 in your business. Normally, the following will be covered at a minimum in terms of both time management and functionality:

- *Inbox*
Use folders and rules to control your inbox, create templates for emails you send frequently, create signatures, examine when you check your emails and how long you spend on your email.
- *Tasks*
Use tasks to capture your to do items, integrate with your inbox and calendar, delegate by sending work to others
- *Calendar*
Ensure you schedule your time appropriately
- *Contacts*
Keep an updated contact list, track conversations, meetings and phone calls, group contacts using categories

What Happens?

The package consists of a series of 4 one - to - one hour long sessions with your trainer. You will together discuss your business by phone, discuss how you currently use Outlook 95 - 2003 and what you would like to be able to do. Using an online classroom, you can share your screen with your trainer, so support and instruction can be given in real time. You will be provided with exercises to practice the new skills and you have the opportunity to change your own spreadsheets if you would like. You will be given "How To Outlook 95 - 2003" guides after the sessions and you will be set challenges to complete between sessions to reinforce your learning.

Up to 1 hour of ad hoc support will be available for 3 months following the final session.

Cost?

The cost of the package is £240 including a headset, guides, support and exercises.

Interested?

To book your package, please contact

mary@concisetraining.net

07799 634835

01865 522658