

MANAGE YOUR DIARY & ORGANISE MEETINGS IN OUTLOOK - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



Using The Calendar

- ▶ Viewing & Navigating the Calendar
- ▶ Customising the Working Week
- ▶ Scheduling Appointments & Events
- ▶ Creating Private Appointments
- ▶ Editing Appointments & Events
- ▶ Recurring Appointments & Events
- ▶ Setting Calendar Reminders
- ▶ Viewing, Snoozing & Dismissing Reminders

Shared Calendars

- ▶ Sharing Your Calendar
- ▶ Calendar Permissions & Delegation
- ▶ Viewing Other People's Calendar
- ▶ Calendar Overlays
- ▶ Working with Calendar Groups

Planning & Organising Meetings

- ▶ Organising & Updating Meetings
- ▶ Responding to Meeting Requests
- ▶ Declining Previously Accepted Meetings

Additional Features

- ▶ Previewing & Printing the Calendar
- ▶ Out Of Office Auto-Replies

Course Duration: 1/2 Day

Price Per Day: £695
(For any 2 Bite Sized courses)

Suitable For:

Those who use Outlook for email but need to exploit the powerful capabilities of the electronic calendar and diary management tools available.

Learning Outcomes:

On completion of the course delegates will understand the capabilities of the Outlook calendar and be able to set, manage and keep track of appointments and daily, weekly and annual events. They will also be able to share calendars and work with other people's calendars to organise and manage meetings more effectively.

Prerequisite Skills:

Delegates attending this course must be familiar with Outlook and able to send, forward and respond to emails.