**Course description**

**CHV762**

**Outlook Workshop**

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**Course goal**
In this course, you will improve your Outlook knowledge depending on your needs. You will get to know how to rationalize your work during the daily business.

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**Participant profile**
People, who
- want to use Outlook in a more efficient way,
- want to learn advanced functionality or
- have any questions about Outlook.

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**Prerequisites**
People, who work with Outlook in the daily business and have appropriate experiences

**Please note:**
In preparation of the course the participants fill out a questionnaire with their needs and send this to the trainer. As result the special course topics will be defined, depending on the needs and the knowledge of the participants.

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**Course type and methods**
Classroom training (preferably with your own computer)
Lectures, group work, practical exercises

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**Duration**
½ Day

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**Possible Topics**

**Regular user:**
- Organize and prioritize content
- Automate processes
- Efficient search options

**Project work:**
- Organize and prioritize mail
- Schedule and execute meetings
- Working with tasks
- Interaction with SharePoint
- Archiving

**Assistance:**
- Delegation and permissions in detail
- Working with multiple calendars
- Meeting schedule and modification
- Creating and using Templates & QuickParts
- Spell check for different languages

**Manager:**
- Schedule and execute meetings
- Working with Tasks
- Assign permissions

**Remote Access:**
- Outlook via Web App
- Working with Tablets & Smartphones
- Working offline