

Session: Email – Getting Organised

- **Customising Outlook**

Customise the Navigation Pane to show your favourite parts of Outlook.

Easily access your email folders by moving them into your Favourites Folder.

Use Grouped or Ungrouped arrangements of emails.

Find information easily by adding additional columns to your Inbox.

- **Organising and Finding Your Emails**

Quickly and easily find emails by Sorting.

Organise your emails by putting them into folders.

Using Follow Up Flags to ensure your response to emails.

Use Categories to categorise emails using colours.

- **Using Search Folders**

Using Search Folders to quickly find flagged emails and large or unread emails.

Create your own Search Folders to find emails from senders or with specific subject matter.

- **Using the To-Do Bar**

Use the To-Do list to quickly enter today's tasks.

Session: Calendar, Contacts and Tasks

- **Using The Calendar**

Enter Appointments and All Day Events using Day, Week or Month views.

Mark Appointments as Private.

Organise Calendar entries using automatic Formatting.

Let other people see your calendar.

Invite people to a meeting and keep track of their responses.

- **Setting Up Contacts**

Use your Contacts folder to record names and email addresses of external recipients of your emails.

Create Business Cards to communicate contact information more easily.

Create a Distribution List.

- **Setting Up Tasks**

Set up Tasks and due dates to ensure you get things done on time.