

## Professional Development Course Outline

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### Outlook: An Organising Tool

**Overview:** This course explores Outlooks' more advanced features and explores ways of utilising these features for better ways of working. The course will cover organising your day, scheduling meetings and appointments as well as handling messages, tasks and notes.

**Requirements:** You should have;  
 basic PC skills  
 experience sending and receiving emails through Outlook

- Objectives:**
- Manage your electronic communications more effectively
  - Utilise calendar features for efficient scheduling for you and others
  - Develop an easier way of working with your tasks and notes
  - Integrate Outlook features to save time and work better

**Duration:** 3.5 hours

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**Course Outline:**

- Managing Your Email
  - Grouping mail
  - Filtering
  - Rules
- Getting Jobs Done
  - Flagging messages
  - Setting yourself tasks
  - Updating task progress
  - Generating a task from an email
  - Recurring tasks
  - Multiple task lists
  - Delegating
- Voting Buttons
- Managing your appointments
  - Creating a new meeting request
  - Changing and canceling meetings
  - Generating a meeting request from an email
  - Multiple Calendars
- Virtual Post-it® Notes

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To book this course please use the online booking form, <http://www.vuw.ac.nz/conted/vicit> or phone 04 463 6556 or email [conted@vuw.ac.nz](mailto:conted@vuw.ac.nz)