

MasterClass: Outlook 2007® Email Overload

WHY?

- DISCOVER USEFUL **SHORTCUTS**
- SPEND **LESS TIME** GETTING THINGS DONE
- INCREASE YOUR **PRODUCTIVITY**
- SAVE UP TO AN HOUR A DAY!

QUALIFICATIONS

- THE CONTENTS OF THIS MASTERCLASS HAVE BEEN MATCHED AGAINST RECOGNISED QUALIFICATIONS:
- ITQ 2009 (OCR) UNIT EML
 - NVQ BUSINESS ADMIN. (OCR) UNIT 213

HOW TO BOOK?

E: TRAINING@KAYENIGHTINGALE.COM

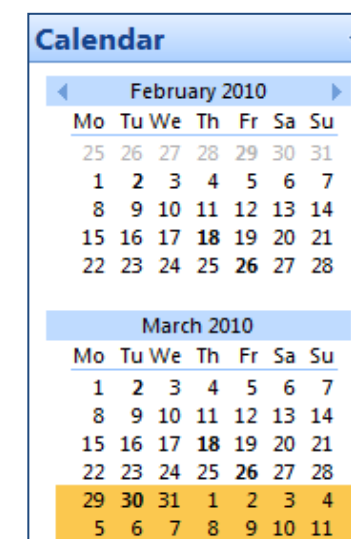
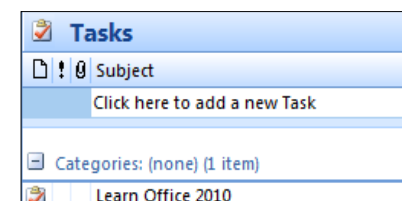
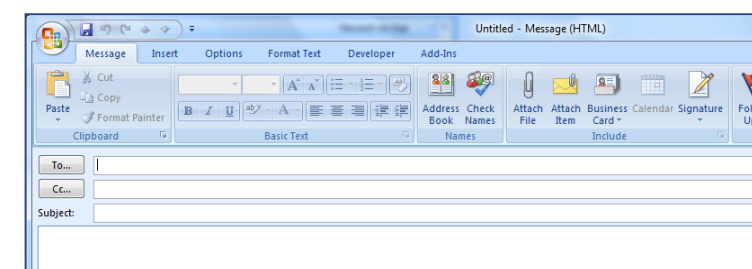


MANAGING MESSAGES

- CREATE AND SEND AN E-MAIL MESSAGE
- CREATE AND MANAGE YOUR SIGNATURE
- MANAGE E-MAIL MESSAGE ATTACHMENTS
- E-MAIL DELIVERY OPTIONS

IMPROVING EFFICIENCY

- CREATE APPOINTMENTS FROM E-MAILS
- CREATE TASKS FROM E-MAILS
- CREATE CONTACTS FROM E-MAILS
- FLAG FOR FOLLOW-UP
- CREATE RULES TO ORGANISE E-MAILS
- OUT OF OFFICE ASSISTANT



Developing **People**
+
Making **Best use of IT**
=
Improving **Productivity using IT**

