The Power of Outlook 2010

Instructor
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Duration
2.5 hours (An additional 30 minutes if needed for questions)

Overview
Everyone knows Outlook...Right? We all send and receive emails, and add items to our calendar. But few people know the real power of Outlook: How to organize meetings, tasks, reminders, and more. Become more efficient by customizing Microsoft Outlook Exchange to meet your needs in managing your work schedule.

Who should attend
Anyone who needs to organize emails, appointments, tasks on a daily basis.

Prerequisites
A good working knowledge of computer basics.

Topics to be covered
- Accessing Outlook from OWA, VDT, local client
- View setup
- Mail
  - Organizing
  - Formatting
  - Searching
  - Setting options including signatures
  - Creating rules
  - Creating an email Custom Template
  - Best practices
- Calendar
  - Organizing
  - Creating a meeting
  - Using multiple calendars
  - Sharing a calendar
  - Categorizing
  - Adding Holidays
- Tasks
  - Creating tasks
  - Assigning tasks
- Contacts
  - Adding contacts
  - Searching contacts
  - GAL vs Personal contact lists
  - Distribution Lists (a/k/a Contact Groups)
  - Searching
- Helpful shortcuts