



Microsoft Outlook Foundations Training for PCs

Thursday, October 25, 2018

2:00 – 3:30 PM

4999 JPP

**Presenter: Grace Moore,
HR Specialist,
UIHC Human Resources**

To register:

https://compliance.hr.uiowa.edu/my_training/course_enroll_details/002310

Outlook Customization

- Best Practices
- Create and add signature to messages
- Send automatic out of office replies
- Inbox View

Outlook Organization

- Add folders and subfolders
- Instant Search
- Categories
- Manage to-do list
- Distribution lists

Working with Calendar

- Best Practices
- Create Calendar Invites
- Skype Meetings
- Recurrent Meetings
- Reminders

Working with Email

- Best Practices
- General/Special formatting
- Recall or replace an email message

Email Time Management

- Best Practices
- Tips & Tricks
- Time Saving Strategies